

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
August 23, 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 via Zoom
Representing Creating Opportunities in Marion County, Private Sector

Cecelia Huff, Secretary
Representing Bowie County, Poverty Sector

Judge Doug Reeder, Parliamentarian
Morris County Judge, Public Sector

John Baxter
Representing Texana Bank, Private Sector

Sandra Wright
Representing Marion County Judge Leward Lafleur, Public Sector

Board Members Absent

Lee Elliott
Representing LEDC, Private Sector

Alexa Rainge/Kerri Winters
Representing Linden-Kildare CISD, Private Sector

Angela Thompson
Representing Bowie County, Poverty Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:20 p.m.

Quorum: established five of 10, members present, seven total after two were seated.

AGENDA

Motion: John Baxter moved to approve the May 24, 2022 minutes.

Second: Judge Doug Reeder, Parliamentarian

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

MINUTES

Motion: Arcolia Jenkins, ViceChair moved to approve the May 24, 2022 minutes.

Second: John Baxter

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

- A. Overview of Head Start Review – 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.

Action Items

A. Seat New Board Member(s)

Donna Early was seated as appointed by Judge Travis Ransom to continue representing Cass County in his stead.

Motion: Judge Doug Reeder, Parliamentarian

Second: Arcolia Jenkins, ViceChair

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

Sandra Wright was seated as appointed by Judge Leward Lafleur to represent Marion County in his stead.

Motion: John Baxter

Second: Cecelia Huff, Secretary

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

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) Payee ReportHand out.....(OS 5.9)..... Lauren Bean
- 5) TBRA Report.....Hand out.....(OS 5.9).....Lauren Bean
- 6) Human Resources.....(OS 5.9).....Charlotte Hall

Motion: Donna Early, Treasurer moved to approve the Consent agenda.

Second: John Baxter

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

C. Discuss/Approve Updated Organization Description

Motion: Arcolia Jenkins, ViceChair

Second: Donna Early, Treasurer

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

D. Discuss/Approve Policy 705 Dress Code – Tatto Addendum

Judge Reeder discussed term “regarded” vs “reasonably” to use in the language of dress code policy 705. All agreed to postpone voting until there is a rewrite of Policy 705 submitted at the scheduled meeting of September 27, 2022.

Motion: Judge Doug Reeder, Parliamentarian

Second: John Baxter

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

E. Discuss/Approve Policy 708 - Resignation

Motion: Donna Early, Treasurer moved to accept Policy 708 as read.

Second: John Baxter

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

F. Discuss/Approve Policy 716 – Disciplinary Process

Motion: Arcolia Jenkins, ViceChair

Second: Judge Doug Reeder, Parliamentarian

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

G. Discuss/Approve CSBG – CAP (Due September 30) Org. Std. 2.1, 4.2)

Motion: John Baxter

Second: Donna Early, Treasurer

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

H. Discuss/Approve Update for CAP and Strategic Plan (Org.Std. 6.5, 9.3)

Motion: John Baxter

Second: Arcolia Jenkins, ViceChair

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

I. Discuss/Approve Annual Report FYE2021

Motion: Arcolia Jenkins, ViceChair

Second: Judge Doug Reeder, Parliamentarian

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)

EXECUTIVE DIRECTOR

- A. Grant Texas Home Assistance Fund (TXHAF) \$999,999K
Dan credited Michelle for getting TXHAF grant and explained the use of this grant. Can be used for all admin by signing clients up in 20 counties.
- B. Audit Scheduled for week of December 12, 2022 – this was noted

Dan commented on going to New York for the NCAP conference August 29-Sept.2. Also, a personal note of putting a pet down and how upset he was over this.

DISCUSSION ITEMS

- A. Public Hearing Notice, Agency to receive \$431,143K for 2023
- B. Final PIR Head Start and Early Head Start 2021-2022

AUDIENCE COMMENTS

None

EXECUTIVE SESSION

Dan commented, before executive session started, that by mid-September evaluations should be received; and reminded the board of his compensation being approved last year for this year and he has not executed approved increase.

Motion to enter Executive Session at 1:47pm: Arcolia Jenkins, ViceChair
Second: Judge Doug Reeder, Parliamentarian

- A. Executive Director Evaluation – (Org. Std. 7.4)
- B. Executive Director Compensation Approval (Org. Std. 7.5)

Motion to exit Executive Session at 2:38pm: Cecelia Huff, Secretary
Second: Donna Early, Treasurer

- 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.

ACTION FROM EXECUTIVE SESSION

No action taken at this time.

ADJOURN

Motion to Adjourn: Judge Doug Reeder, Parliamentarian at 2:39 pm
Second: John Baxter

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: Two (2)
- 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 1.2

Organizational Standard 1.3

Organizational Standard 2.1

Organizational Standard 2.2

Organizational Standard 2.3

The organization communicates its activities and its results to the community.
CSNT Annual Report published Date: August 23, 2022

Organizational Standard 2.4

Organizational Standard 3.1

Organizational Standard 3.2

Organizational Standard 3.3

Organizational Standard 3.4

Organizational Standard 3.5

Did the Board formally accept the Community Assessment? Yes No Date 7.27.2021

Organizational Standard 4.1

The governing board has reviewed the organization’s mission statement within the past 5 years and assured that:

- 1. The mission statement addresses poverty; and
- 2. The organization’s programs and services are aligned with the mission.

Yes No Date: October 26, 2021

Organizational Standard 4.2

Organizational Standard 4.3

Organizational Standard 4.4

The governing board receives an annual update on the success of specific strategies included in the Community Action plan. Date August 23, 2022

Organizational Standard 4.5

Organizational Standard 4.6

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 = Two (2) (must be at least 4) NO

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

Total number of members from major groups and interests in the community = Four (4) (must be the remainder) 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? 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 5.5

Organizational Standard 5.6

Organizational Standard 5.7

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 6.2

Organizational Standard 6.3

Organizational Standard 6.4

Organizational Standard 6.5

The governing board has received and update(s) on progress meeting the goals of the strategic plan within the past 12 months. X Yes No Date: September 27, 2022

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: 8.23.2022

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 November 29-December 1, 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 24, 2022

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

Organizational Standard 8.8

All required filings and payments related to payroll withholdings are completed on time.

X Yes No - checked and verified by Jim Howard, Payroll Coordinator

Organizational Standard 8.9

The governing body annually approves and organization-wide budget.

X Yes No - September 27, 2022

Organizational Standard 9.1

The organization has a system or systems in place to track and report client demographics and services customers receive. X Yes No Shah Software

Organizational Standard 9.2

The organization has a system or systems in place to track family, agency, and/or community outcomes. X Yes No Shah Software

Organizational Standard 9.3

The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency’s outcomes and any operational or strategic program adjustments and improvements identified as necessary. Yes No

Organizational Standard 9.4

The organization submits its annual CSBG Information Survey Data Report and it reflects client demographics and organization-wide outcomes. X Yes No Annual Report to TDHCA