

Community Services of Northeast Texas, Inc.  
Board Meeting MINUTES  
July 25, 2023  
304 E Houston Street, Linden, Texas 75563

**Board Members Present**

Angela Thompson, Parliamentarian  
*Representing Bowie County, Poverty Sector*

John Baxter  
*Representing Texana Bank, Private Sector*

Cecelia Huff, Secretary  
*Representing Bowie County, Poverty Sector*

Ross Hyde,  
*Representing State Representative, Gary VanDeaver, Public Sector*

Harmony Roberson  
*Representing Cass County, Poverty Sector*

Dr. Arcolia Jenkins, Board Chair  
*Representing Creating Opportunities in Marion County, Private Sector*

Donna Early, Treasurer  
*Representing Cass County Judge Travis Ransom, Public Sector*

Judge Doug Reeder, Vice-Chair  
*Morris County Judge, Public Sector*

**Board Members Absent**

Megan Kirkland  
*Representing LEDC, Private Sector*

Sandra Wright  
*Representing Marion County Judge Leward Lafleur, Public Sector*

## **CALL TO ORDER**

Arcolia Jenkins, Chairman called the meeting to order at 12:23 p.m.  
Quorum: established eight of eleven, members present.

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## **AGENDA**

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Motion: John Baxter, moved to accept the 7/25/2023 agenda  
Second: Donna Early, Treasurer  
All in favor voted aye, none opposed, the motion carried unanimously

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## **MINUTES**

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Motion: Judge Reeder, moved to accept the 6/27/2023 minutes  
Second: Ross Hyde  
All in favor voted aye, none opposed, the motion carried unanimously

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## **CHAIRMAN'S COMMENTS AND RECOGNITIONS**

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Chair Jenkins recognized former Executive Director Dan Boyd and she and the Board Thanked him for his years of service with CSNT. Dan Boyd responded with how long Ms. Jenkins has been on the board and worked with him. He commented that he has never had a bad board, and appreciated the time he had with CSNT. He said that retirement is treating him well.

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## **TRAINING / PRESENTATIONS**

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“Roles and Responsibilities of a Community Action Agency Board Chair” – this will be two or nine seven-minute training videos for Board – Michelle Morehead (This had to be postponed due to lack of technical requirements to present)

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## **COMMITTEE REPORTS**

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- A. Planning & Evaluation – No current report required
- B. Personnel – No Current report required
- C. Finance – No Current report required
- D. Executive – The Executive Committee met Wednesday, July 19, to screen applicants for the position of Executive Director. Judge Reeder, Vice-Chair, said the committee's recommendation would be presented to the entire board in Executive Session.
- E. Nominating – No current report required
- F. By Laws – No current report required

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

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**Action Items**

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**A. Seat New Board Member(s)**

None

**B. Approve Consent Agenda\***

- 1) Community Services Report..... (OS 5.9).....Michelle Morehead
- 2) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 3) Human Resource Report .....(OS5.9).....Charlotte Hall
- 4) Payee Report..... (OS 5.9) .....Savanah Coates
- 5) Service & HS Transportation Reports... (OS 5.9) .....Tommy Hooper

Motion: Judge Reeder, Vice-Chair

Second: Angela Thompson, Parliamentarian

All items reviewed and when asked, the Board stipulated that no further discussion was needed on the consent agenda and no items were requested to be removed.

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

**C. Discuss/Approve Resolution for Bank Account for TBRA Contracts**

- 1. Persons with Disabilities
- 2. Disaster Relief

Motion: Donna Early, Treasurer

Second: Angela Thompson, Parliamentarian

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

**D. Discuss/Approve Policy 705 – Personal Appearance and Dress Code**

Motion: Judge Reeder, Vice-Chair made a motion to accept as presented

Second: Harmony Roberson

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

**9. Staff Reports**

- A. Financial-1.2.3.4.5.6.7.8.9.10..... (OS 8.7) ..... Shelley Mitchell

**10. Executive Director’s Report**

Interim Executive Michelle Morehead addressed CSNT’s current Board Vacancies and the importance of compliance with the By-laws. Currently there are two vacancies, one of which has been vacant so long CSNT is in non-compliance as directed by our funding sources.

Judge Reeder has shared two possible parties of interest for the poverty sector. The LK-Kildare Superintendent is interested in either sector and would like to have a Senior attend occasionally for exposure to “Board Meetings.” The Private Sector was

addressed regarding LEDC and their appointee. The Board could choose another entity to occupy this position. Further discussion will be held at the next meeting.

Ms. Morehead shared the experience and some of what she learned from attending the CAPLAW conference. I will have Alma send out the presentations.

- Some topics were the relationship with the Board Chair
- CAPLAW, and Legislature updates
- Community Action Boards and Internal controls
- Board Recruitment and Changes
- Deminimus Cost Rate (Indirect Cost Rate) we have been doing this for two years There will be more on ICP by the September Board meeting.

Charlotte Hall will be recognized for CCAP in Atlanta, GA. I will go along for training that is offered for “New Executive Directors,” should I be given that opportunity today.

CSNT is having their Annual Staff Training Meeting July 31. We are excited about having Shawn and Cheryl Brown attending. They are an awesome Motivational Team who promotes fun and motivation that will instill new ideas for classrooms, as well as motivate case management.

Last, I would like to address homelessness and just how close it is within our own Agency. My question for you to think about is, if a CSNT employee was homeless, what would you want to do? I would like to address this at our next board meeting in an Executive Session.

## **11. Discussion Items**

1. Notification of Head Start Monitoring Report and OHS Monitoring Report – 06CH011282

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## **AUDIENCE COMMENTS**

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None

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## **EXECUTIVE SESSION**

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The board will enter executive session pursuant to Section 551.001(1)(2)(3)(J), and section 551.074(1)(2) of the government code.

Motion to enter Executive Session at 1:19pm: Angela Thompson, Parliamentarian  
Second: Judge Reeder, Vice-Chairman

1. Approve Executive Director Recommendation from July 19, 2023, Executive Committee meeting
2. Discuss Executive Director Salary (OS 7.5)

Motion to exit Executive Session at 1:37pm: Judge Reeder, Vice-Chairman  
Second: Angela Thompson, Parliamentarian

- 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.

**REQUIRED ACTION FROM EXECUTIVE SESSION**

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Motion: John Baxter made a motion to approve the hiring of Michelle Morehead as Executive Director for Community Services of Northeast Texas, Inc. discussed in Executive Session.

Second: Donna Early, Treasurer

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

**ADJOURN**

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Motion: John Baxter motioned to adjourn at 1:41pm

Second: Donna Early, Treasurer

Hearing no descent, adjournment passed.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2023  
 (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? X Yes 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 1.3**

The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the board. September 27, 2022

**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 3.5**

Did the Board formally accept the Community Assessment? X Yes No Date July 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.

X Yes No Date: October 26, 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 August 23, 2022

**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 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) Yes X **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? 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: September 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 April 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: July 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: September 29, 2021

### **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: September 29, 2021

**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: August 5, 2022

**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: October 26, 2019

**Organizational Standard 7.4**

Performance appraisal of Executive Director Yes X No Date: August 23, 2022

**Organizational Standard 7.5**

Reviews and approves Executive Director Salary X Yes  No Date: June 27, 2023

**Organizational Standard 7.6**

The organization has a policy in place for regular written evaluation of employees by their supervisors. X Yes  No Date: October 22, 2019

**Organizational Standard 7.7**

The Organization has a whistleblower policy that has been approved by the governing board. X Yes  No Date: October 22, 2019

**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 &amp; 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 December 5 -December 7, 2022

### **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 February 28, 2023

### **Organizational Standard 8.4**

The governing board formally receives and accepts the audit.

X Yes Date February 28, 2023

### **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 February 28, 2023

**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 an 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. X 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