

Community Services, Inc.

Toll Free / 800-831-9929 Office / 903-872-2401 Fax / 903-872-0254

P.O. Box 612 • Corsicana, Texas 75151-0612

Created to Serve



MEETING NOTICE

COMMUNITY SERVICES, INC. (CSI) BOARD OF DIRECTORS

Administrative Offices – (Doris Anderson Executive Board Room)

Address: 302 Hospital Drive, Corsicana, TX 75110 – Phone: (903) 875-3721

Tuesday, August 30, 2022

6:00 P.M.

Mission Statement: The mission of Community Services, Inc. is to provide support services that empower and enrich individuals, families, and communities directly and through mutual collaborations with community partners leading to self-sufficiency.

REMINDERS: Dinner for Board Members only served at 5:30 P.M.

- ✓ All attendees must sign attendance records at the entrance.
- ✓ Board members unable to attend the meeting are encouraged to contact the Board Chair, President/CEO, or designee as soon as feasible.
- ✓ Board members must submit mileage stipend reports to ensure timely reimbursement – please make sure all calculations are correct, and please sign your report.

Board Representation

<i>Reverend Dairy Johnson</i> <i>President</i>	<i>Private – Navarro County</i>
<i>Lakeshea Brown</i> <i>Vice President</i>	<i>Private – Ellis County</i>
<i>Bernard Porter</i> <i>Treasurer</i>	<i>Client Representative – Navarro County</i>
<i>Clara Jo McMillan</i> <i>Secretary</i>	<i>Private – Navarro County</i>
<i>Jeffery Cardell Enoch, Sr.</i>	<i>Public – Henderson County</i>
<i>Krystal Gergits</i>	<i>Client Representative – Anderson County</i>
<i>Pam Corder</i>	<i>Public Representative – Kaufman County</i>
<i>LaQuintta Denish Simon</i>	<i>Client Representative – Kaufman County</i>
<i>Vacant</i>	<i>Public Representative – County (TBD)</i>

Agency Executive Staff coordinated with Rockwall County Judge David Sweet and Rockwall Commissioner Janet Nichol to select the next designee for the appointment for Rockwall County. Initial meetings were completed to discuss the process, timing, and follow-ups. Management is also considering other Counties post review of Bylaws to align process/governance for filling vacancies.

Note: The Board currently has one Public Representative Seat vacancy.

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Housekeeping: The President/CEO and Board of Directors request that all cell phones and other devices be turned off or set on vibrate. Members of the audience are asked to step outside the boardroom to respond to text messages or to conduct a phone conversation. Note: Staff should not be using cell phones or other electronic devices unrelated to meeting requirements during the meeting, and all devices should be off or on vibrate.

Agenda

1. Call to order, the establishment of a quorum.
2. ***Accept/Approve (Minutes):** CSI Board of Director's Meeting held on July 26, 2022.
3. Introductions – Document Absent Member(s) (Excused and Unexcused) – Assistant Director Quality Assurance & Reporting Tracks Monthly.
4. ***Accept/Approve** – Director's removal of Krystal Gergits, Member, due to lack of participation and attendance. Note: Per Agency Bylaws – Board is required to discuss this in Executive Session.
5. Community Input – (Limit 3-minutes) – *Note: Comments are allowed for items on the current agenda.*
6. Vendor Updates: TBD
7. ***Accept/Approve** Agenda as submitted.
8. ***Accept/Approve** FY21 Audit Presentation via Zoom Call for the period ending 10/31/2021 and the Form 990 for the same period to comply specifically with Organizational Standard 8.3/8.6 directly and Organizational Standards 8.1, 8.2, 8.4, & 8.5 indirectly as presented by -Richard J. Sowan, **Managing Partner** or designee - **t:** 214-545-3965 **d:** 214-545-3971 **m:** 214-738-9265 **f:** 214-545-3966 **w:** www.bkmsb.com.
9. ***Receive/Accept** the final audit report presented by BKM Sowan/Horan Accountants Consultants and cited above to receive/accept the FY21 Single Audit Report.
10. ***Review/Accept** Form 990 for the fiscal year-end (i.e., 10/31/2021) to comply specifically with Organizational Standard 8.3/8.6 directly and Organizational Standards 8.1, 8.2, 8.4, & 8.5 indirectly as prepared and submitted by BKM Sowan Horan Accountants/Consultants. **(No vote required for Form 990 per Organizational Standards)**



11. ****Accept/Approve OS 4.2 Organizational Leadership*** – The organization's PY23 Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the community assessment. ***(No vote required for CAP per Organizational Standards, but Recommended)***

12. ****Review/Accept PY2023 Proposed Budget*** as presented to the general public during the Public Hearing held on August 8, 2022. ***(No vote required for PY2023 Proposed Budget per Organizational Standards)***

13. ****Accept/Approve OS 5.3 Board Governance*** - Agency Revised and Attorney Reviewed Board of Directors Bylaws to meet applicable TAC Rules and Organizational Standards requirements. ***(No vote required for Bylaws per Organizational Standards, but Recommended)***

14. ****Accept/Approve OS 7.1 Human Resources Management*** - Agency Revised and Attorney Reviewed Personnel Policies (formerly Employee Handbook) to meet applicable TAC Rules and Organizational Standards requirements. ***(A vote is required for Personnel Policies per Organizational Standards)***

15. ****Accept/Approve OS 8.9 Financial Operations and Oversight*** - The Board of Directors annually approves an organization-wide budget for FY22-FY23 as presented by Fiscal/Administrative staff. ***(A vote is required for the Organization-Wide Budget per Organizational Standards)***

16. ****Accept/Approve OS 9.3 Data and Analysis*** – The Board of Directors has received 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. ***(Organizational Standards require a vote 'to modify or not modify' any operational or strategic focus. Meeting this standard also meets OS 6.5)***

****Note - The Public Hearing held on August 8, 2022, nor the CSBG Target Revision Request Form for FY22 require Board action, per Organizational Standards, but may be discussed during Staff Reports.***

Staff Reports (Programmatic/Fiscal Reports Distributed On-site Quarterly) – Agency Highlights

- ✓ Audit/Finance Committee – Amy Peavy & Lori Clemons – Financial Reports

17. ****Accept/Approve Audit/Finance Committee Recommendation to accept financials as submitted. (Financials – June) – Bernard Porter – Treasurer, Krystal Gergits – Committee Member, Lakeshea Brown – Committee Member, and LaQuintta Denish Simon – Committee Member.***

Staff Reports Continue:

CSBG activities – Kandi Session, Rachel Adetokunbo & Denise Freeman

- Program Specific Updates
 - ❖ CSBG Contract, Budget, CAP Strategies/Implementation Activities

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- ❖ CSI- Targets/Outcomes & Services/Outputs
- ❖ ROMA Cycle & ROMA Next Generation (N.G.) – Implementation Activities Update – Assistant Director Quality Assurance & Reporting - Organizational Standards – **Denise Freeman**
- ❖ Strategic Planning – **Rachel Adetokunbo, Daniel Edwards & Committee Members**
- ❖ Needs Assessment/CAP – **Rachel Adetokunbo, Denise Freeman & Kandi Session**
- ✓ Community Transit Service – **Katie Ragan/Kimberly Vaughan**

Month-Year	Unlinked Passenger Trips (UPT)	Vehicle Revenue Miles (VRM)	Vehicle Revenue Hours (VRH)	Vehicles Operated in Maximum Service (VOMS)	Safety and Security Incidents	Days of Service
July-22	2,819	10,766	692	8	0	25

Total Transit Revenue for July 2022 \$2,907.00 based on collected fares.

- ✓ MAGNET Home Delivered Meals – **Daniel Edwards**

Monthly Report - MAGNET Program				
July 2022				
	Title XX	Superior	Molina	Total
Number of Meals	1,856	-	113	1,969
Per Meal Rate	5.31	6.12	6.12	
Billed	\$ 9,855.36	\$ -	\$ 691.56	\$ 10,546.92
Total Billed for Reporting Period				\$ 10,546.92

FY22 CSBG Contract Supported Food Cost – Equated to 0 Meals.

- ✓ CEO's Update – Audit/Monitoring Compliance, Activities/Analysis (Service Delivery) & Funder Relations/Real Estate Expansion – **Executive Session if required – Daniel Edwards**

18. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (11) clients and (7) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

19. Other Business/Announcements. Note: All topics listed below are Board Workshops to ensure ongoing training for the Board of Directors.

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- ✓ **Key Board Responsibilities – (Training Topic – Program Financials)**
- ✓ **Next Board Meeting, September 20, 2022 – same time & location unless agency business dictates otherwise.**

Executive Session¹

20. *The Board may go into Executive Session Under Tex. Gov't Codes §551.071, §551.072, §551.073, §551.074, and §551.076 as cited and footnoted below.

Open Session

21. *If there is an Executive Session, the Board will reconvene in Open Session and may take action on any item taken up in Executive Session. Except as specifically authorized by applicable law, The Board may not take any action in Executive Session.

22. *Adjourn.

At any time during the meeting of The Board of Directors of Community Services, Inc., The Board of Directors may meet in Executive Session (closed meeting) for one or more agenda items for any of the reasons listed as set out in the following sections of the Texas Government Code: Section 551.071 Consultations with an attorney to seek advice about pending or contemplated litigation; or a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act; Section 551.072. Deliberations about purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of Community Services, Inc. in negotiations with a third person; Section 551.073. Deliberations of a negotiated contract for a prospective gift or donation to Community Services, Inc. if deliberation in an open meeting would have a detrimental effect on the position of Community Services, Inc. in negotiations with a third person. Section 551.074 Deliberations about the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee; Section 551.076. Deliberations regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.

** Indicates motion required to enter Executive Session and denotes Consent Agenda Items and Action Items.*

¹ See Guidance posted below Executive Session