

# 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, July 26, 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, and/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>
<b><i>Vacant</i></b>	<b><i>Public Representative – County (TBD)</i></b>

*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.**



*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 June 28, 2022.
3. Introductions – Document absent member(s) (Excused and Unexcused) – Assistant Director Quality Assurance & Reporting Tracks Monthly.
4. Community Input – (Limit 3-minutes) – *Note: Comments are allowed for items on the current agenda.*
5. Vendor Updates: TBD
6. ***\*Accept/Approve*** Agenda as submitted.
7. ***\*Accept/Approve*** Organizational Standard 1.3 – Evaluation/Governance – The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing Board. (Community Services Block Grant Programmatic Report)
8. ***\*Accept/Approve*** Organizational Standard 2.3 – Reporting/Governance – to officially announce the date and time of the Public Hearing for the FY23 Community Action Plan (CAP) and proposed FY23 Community Services Block Grant Budget.
9. ***\*Accept/Approve*** Organizational Standard 4.4 – Evaluation/Governance – The board receives an annual update on the success of specific strategies included in the Community Action Plan.
10. ***\*Accept/Approve*** Organizational Standard 5.1 – Documentation/Governance – board's official review of agency Bylaws and applicable revisions prior to full board approval.
11. ***\*Accept/Approve*** Organizational Standard 7.7 – Reporting/Governance – board approves agency's Whistleblower Policy.



12. **\*Accept/Approve** Organizational Standard 8.1 – Organization’s annual audit is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements. The board of directors accepts the final draft of the report prior to filing with the Federal Audit Clearinghouse before 7/31/2022.

13. **\*Accept/Approve** Obligated Health and Human Services Commission (HHSC) Grant funds specifically to (Region 03 / HHSC Contract No. 000154900) to add \$15,000.75 additional funds to the final allocation totaling \$124,992.09. See Amendment in Board Packet.

14. **\*Accept/Approve** Texas Department of Transportation (TXDOT) Executed PGA RUR 2301 (33) (period of September 1, 2022, through August 31, 2023) Total amount of \$432,068 with \$90,000 for (Administration) & \$342,068 (Operations).

15. **\*Accept/Approve** Executed PGA RPT 2101 (12)39\_19 Amendment #2 (grant period extended to December 31, 2022) Total amount of \$245,689 with \$122,883 allocated for (acquisition park and ride lot) and are associated with (Operations).

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

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

16. **\*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
  - ❖ 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

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- ✓ 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
June-22	2,722	11,140	669	8	0	25

Total Transit Revenue for June 2022 \$3101.00 based on collected fares.

- ✓ MAGNET Home Delivered Meals – Daniel Edwards

Monthly Report - MAGNET Program				
June 2022				
	Title XX	Superior	Molina	Total
Number of Meals	1,923	-	96	2,019
Per Meal Rate	5.31	6.12	6.12	
Billed	<u>\$ 10,211.13</u>	<u>\$ -</u>	<u>\$ 587.52</u>	<u>\$ 10,798.65</u>
Total Billed for Reporting Period				<u>\$ 10,798.65</u>

*FY22 CSBG Contract Supported Food Cost – Equated to 36 Meals.*

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

17. 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.

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

- ✓ Key Board Responsibilities – (Training Topic – Agency Bylaws)
- ✓ Next Board Meeting, August 16, 2022 – same time & location unless agency business dictates otherwise.



## Executive Session<sup>1</sup>

19. \*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

20. \*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.

21. \*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.*

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<sup>1</sup> See Guidance posted below Executive Session