

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, June 28, 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 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. Initial meetings were completed to discuss the process, timing, and follow-ups. Management is also considering other Counties to fill this vacancy and will actively pursue other options.

Note: The Board currently wants to fill its Public Representative Seat vacancy.

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



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 a page 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, establishment of quorum.
2. ****Accept/Approve (Minutes):*** CSI Board of Director's Meeting held May 31, 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*** Obligated Community Services Block Grant funds to add the final allocation and additional funds totaling \$1,583,832.00 awarded by Texas Department of Housing and Community Affairs (TDHCA) for FY22 contract 61220003640. See contract/funding details cited below.

CONTRACT DETAILS			
Number	61220003640	Amendment Number	1
Begin Date	01/01/2022	Status	Routing
End Date	12/31/2022	Amount	\$1,583,832.00
Effective Date	05/06/2022	Type	Amendment
Purpose	Additional funds		
Boilerplate	NP 2022 CSBG \$ change		
Statewide?	N	Contract Termination?	N
Match Budget?	N	Contract Waiver?	N

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



FUNDING DETAILS		
Fund Source	Year	Amount
CSBG HHS (1st Quarter Funds)	2022	\$390,528.00
CSBG HHS (2nd Quarter Funds)	2022	\$390,528.00
CSBG HHS (3rd and 4th Quarters)	2022	\$802,776.00
Total Funds		\$1,583,832.00

8. ***Accept/Approve** Organizational Standard 1.3 – Documentation/Governance – The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing Board. (Home Delivered Meals Program Report)

9. ***Accept/Approve** Organizational Standard 6.1 – Documentation/Governance – The organization has an agency-wide strategic plan in place that has been approved by the board within the past 5 years.

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

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

10. ***Accept/Approve** Audit/Finance Committee Recommendation to accept financials as submitted. (Financials – May) – 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, Sr. & Committee Members
 - ❖ Needs Assessment/CAP – Rachel Adetokunbo, Denise Freeman & Kandi Session

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



✓ 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
May-22	2,745	11,024	677	8	0	25

Total Transit Revenue for May 2022 \$2,335.00 based on collected fares.

✓ MAGNET Home Delivered Meals – Daniel Edwards, Sr.

Monthly Report - MAGNET Program				
May 2022				
	Title XX	Superior	Molina	Total
Meals	1,760	-	83	1,843
Rate	\$5.31	\$6.12		\$6.12
Billed	\$9,345.60	\$0.00	\$507.96	\$9,853.56
Total Billed for Reporting Period				\$9,853.56
<i>FY22 CSBG Contract Supported Food Cost – Equated to 142 Meals.</i>				

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

11. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (7) clients and (6) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.



12. 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 – Board Roles & Responsibilities – Part II)
- ✓ Next Board Meeting, July 19, 2022 – same time & location unless agency business dictates otherwise.

Executive Session¹

13. *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

14. *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.

15. *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