

# 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, September 20, 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>LaQuintta Denish Simon</i> <i>Pam Corder</i>	<i>Client Representative – Kaufman County</i> <i>Public- Kaufman County</i>
<b><i>Vacant</i></b> <i>Agency Executive Staff engaged in initial program staff meetings to coordinate the rollout of the democratic process. This ensures compliance with applicable TAC Rules and Community Services Block Grant requirements.</i>	<b><i>Client Representative – County (TBD)</i></b>
<b><i>Vacant</i></b> <i>Agency Executive Staff is currently sourcing to fill this vacancy via interviews with local community members/residents and working with local officials to appoint an appropriate designee.</i>	<b><i>Public Representative – County (TBD)</i></b>

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*Note: The Board currently has one Client Representative Seat vacancy and one Public Representative Seat vacancy to be filled.*

*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 Directors Meeting held on August 30, 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 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.
8. ***\*Accept/Approve*** – Executed PGA RPT 2301 (12)051\_22 for the following grant period of September 1, 2022, through December 31, 2023, with a total award of \$535,628 – respectively, \$267,814 for administration and \$267,814 for operations.
9. ***\*Accept/Approve*** – Executed PGA (Amendment #2) RUR 2101 (33) for the following grant period extended to May 31, 2023, and reallocated \$7,500 from operations to acquisition park and ride. The total amount of \$681,365 is allocated respectively, with \$164,938 for administration, \$508,927 for operations, and \$7,500 for the acquisition of the park and ride.
10. ***\*Accept/Approve*** Board Chair to appoint Evaluation Committee (i.e., Three Member Panel) to govern Annual Evaluation process of the President/CEO due January 18, 2023.

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

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

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

**Staff Reports Continue:**

CSBG activities – Kandi Session, Rachel Adetokunbo, Gina Stanford & 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, Gina Stanford & 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
August-22	3,296	13,464	819	8	0	27

*Total Transit Revenue for August 2022 is \$3794 based on fares collected.*

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

Monthly Report - MAGNET Program				
August 2022				
	<u>Title XX</u>	<u>Superior</u>	<u>Molina</u>	<u>Total</u>
Number of Meals	2,022	-	112	2,134
Per Meal Rate	5.31	6.12	6.12	
<b>Billed</b>	<b>\$ 10,736.82</b>	<b>\$ -</b>	<b>\$ 685.44</b>	<b>\$ 11,422.26</b>
<b>Total Billed for Reporting Period</b>				<b>\$ 11,422.26</b>

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

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

12. 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.

13. 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 – Program Financials)
- ✓ Next Board Meeting, October 18, 2022 – same time & location unless agency business dictates otherwise.

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

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

## Open Session

15. \*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.

16. \*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

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

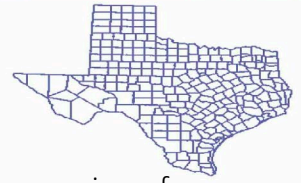
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Or employee; Section 551.076. Deliberations regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.

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