

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

Wednesday, April 26, 2023

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. (Note: Mission to be recited after quorum is established.)

REMINDERS: Dinner for Board Members is 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>Vacant</i>	<i>Private – County (TBD)</i>
<i>Jeffery Cardell Enoch, Sr.</i>	<i>Public – Henderson County</i>
<i>Pam Corder</i>	<i>Public Representative – Kaufman County</i>
<i>LaQuintta Denish Simon</i>	<i>Client Representative – Kaufman County</i>
<i>Christen A. Rudd</i>	<i>Public Representative – Ellis County</i>
<i>LaShonda M. Anderson</i>	<i>Client Representative – Anderson County</i>

Note: The Board currently has one vacancy, a Private Representative Seat, which was cited above and is due to be filled during the April Meeting.

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 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 February 28, 2023.
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/Funder Updates: TBD
6. ****Accept/Approve*** Agenda as submitted.
7. Board Election for the Office of Secretary (Secret Ballot)

Note: Current Board Vice-President is to officially count secret ballots to be assisted/documented by Assistant Director Quality Assurance & Reporting to comply with applicable Bylaws (Article VI, Section 2) and Community Services Block Grant (i.e., Contract 61230003794) requirements and applicable T.A.C. rules.
8. ****Accept/Approve*** Nominations Committee submission of the proposed new officer (i.e., Secretary) to be elected effective immediately. (See Secret Ballot Form).
9. ****Accept/Approve*** Organizational Standard 1.3 – Consumer Input and Involvement – The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing Board. (Community Services Block Grant Programmatic Report). ***Community Transit Service and MAGNET Home-Delivered Meals Program***
10. ****Accept/Approve (Contractual):*** Compliance – Organizational Standard 4.6 – an organization-wide, comprehensive risk assessment completed & reported to the board.
11. ***Review and Sign*** Organizational Standard 5.6, Conflict of Interest Policy.

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



12. ***Accept/Approve (Contractual):** Community Services Block Grant funds totaling **\$400,362.00** specifically for 2nd Quarter Allocation awarded by the Texas Department of Housing and Community Affairs (TDHCA) for FY23 contract number **61230003794**.

CSBG HHS (2nd Quarter Funds)	2023	\$400,362.00
------------------------------	------	--------------

13. ***Accept/Approve** – Amendment PGA RPT 2301 (12) 051_22 revised the project budget to include the Growth Funding Formula of \$153,347.

14. ***Accept/Approve** – Amendment PGA RUR 2301 (33) revised the project budget to include the residual funds of \$409,918 from the FY22 PGA and extended the end date of the grant agreement to August 31, 2024.

15. ***Accept/Approve (Business Operations):** Reassigning signatory authority to the Board President Reverend Dairy Johnson and Vice President Lakeshea Brown to the agency's Master Operating Account with Account Number 10115940 at Community National Bank & Trust of Texas located in Corsicana, Texas to maintain business operations in the absence of the President/CEO.

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

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

16. ***Accept/Approve** the Audit/Finance Committee Recommendation to accept financials as submitted. (Financials – February & March) – Bernard Porter – Treasurer, Lakeshea Brown – Committee Member, and LaQuintta Denish Simon – Committee Member.

Staff Reports Continue:

CSBG activities – Kandi Session, Rachel Adetokunbo, Gina Stanford, Adriana Garcia & 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 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
Mar-23	3,392	15,797	967	8	0	22

Total Transit Revenue for March 2023 \$3,843.00 based on collected fares.

- ✓ MAGNET Home Delivered Meals – Daniel Edwards

Monthly Report - MAGNET Program				
March 2023				
	Title XX	Superior	Molina	Total
Number of Meals	1,803	-	99	1,902
Per Meal Rate	5.31	6.12	6.12	
Billed	\$ 9,573.93	\$ -	\$ 605.88	\$ 10,179.81
Total Billed for Reporting Period				\$ 10,179.81

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

17. Sharing Agency Updates, Best Practices, etc. – CSI assisted (8) 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 and guidance on future meetings.

- ✓ Key Board Responsibilities – (Training Topic – Program Financials/New Member Orientation)
- ✓ Next Board Meeting, May 16, 2023 – same time & location unless agency business dictates otherwise.
- ✓ 2023 CAPLAW National Training Conference – June 27-29 in Austin, TX.



Executive Session¹

19. *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

20. *If there is an Executive Session, the Board will reconvene in Open Session and may act 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.*

¹ See Guidance posted below Executive Session