

# 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, January 24, 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.*

**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**

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

*The Agency Executive team and program staff have initiated and completed the democratic process via Town Hall Meetings and the Candidate Meet/Greet, which was held on December 13, 2022. The turnout was sufficient to secure multiple votes for the candidate present. Therefore, votes will be tallied during the January Board of Directors Meeting in Open Session. This ensures compliance with applicable TAC Rules and Community Services Block Grant requirements.*

**Note: The Board currently has one vacancy, the above-referenced Client Representative Seat.**



*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 December 20, 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/Funder Updates: TBD
6. *\*Accept/Approve Agenda as submitted.*
7. *\*Accept/Approve the discretionary/equity pay policy. (Tabled in the last meeting.)*
8. *\*Accept/Approve executed Engagement Agreement with CohnReznick to complete A-133 Single Audit for the year ending 10/31/2022.*
9. *\*Accept/Approve the updated Cost Allocation Plan to comply with Organizational Standards, specifically Organizational Standard 8.12.*
10. *\*Accept/Approve updated Accounting Policies and Procedures Manual to comply with Organizational Standards, specifically Organizational Standard 8.10.*
11. *\*Accept/Approve (Contractual) Contract Amendment Number 2 associated with Community Services Block Grant – contract number 61220003640 regarding additional funds with a final award of \$1,600,628.00 for FY22.*
12. *\*Accept/Approve (Contractual): Obligated Community Services Block Grant funds for Q1 allocation totaling \$407,941.00 awarded by Texas Department of Housing and Community Affairs (TDHCA) for FY23 contract number 61230003794.*
13. *\*Accept/Approve the updated FY23 Passenger Guide.*
14. *\*Accept/Approve the updated FY23 Drivers Training Manual.*



15. **\*Accept/Approve** the updated Public Transportation Agency Safety Plan (PTASP).
16. **\*Accept/Approve** – Amendment PGA RPT 2101 (12)39\_19 extends the end date of the grant agreement to May 31, 2023.
17. **\*Accept/Approve** – Amendment PGA RPT 2201 (12)063\_21 extends the end date of the grant agreement to May 31, 2023.
18. **\*Accept/Approve** – Amendment PGA RUR 2101 (33) revised the project budget by transferring \$250,0000 from Operating to Acquisition – Park & Ride Lot.
19. **\*Accept/Approve (Board Vacancy)** Nominations Committee submission of proposed/potential new board member based on the Democratic Process to elect proper representation for Anderson County's Client Representative vacant seat. **Note: Board Secretary is to officially count sealed ballots from the county in open session and monitored by the Assistant Director Quality Assurance & Reporting to comply with applicable Bylaws and Community Services Block Grant (i.e., Contract 61230003794) requirements and applicable TAC rules and specifically TAC Rule §6.210.**

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

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

20. **\*Accept/Approve** the Audit/Finance Committee Recommendation to accept financials as submitted. **(Financials – November/December)** – 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 Transit Service – **Katie Ragan/Kimberly Vaughan**

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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
Dec-22	2,497	10,322	664	8	0	19

*Total Transit Revenue for December 2022 was \$2,868.00 based on collected fares.*

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

Monthly Report - MAGNET Program				
December 2022				
	<u>Title XX</u>	<u>Superior</u>	<u>Molina</u>	<u>Total</u>
Number of Meals	1,890	-	115	2,005
Per Meal Rate	5.31	6.12	6.12	
<b>Billed</b>	<b><u>\$ 10,035.90</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 703.80</u></b>	<b><u>\$ 10,739.70</u></b>
<b>Total Billed for Reporting Period</b>				<b><u>\$ 10,739.70</u></b>

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

**21. \*(Executive Session) – Certify/Approve Recommendations of the Evaluation Committee, appointed on September 20, 2022, during the Board of Director's meeting, to facilitate the annual evaluation process for the Executive Director's Annual Evaluation Focal Point/Review and all discussion points from the entire Board of Directors. Note: All recommendations and actions taken will be made in Open Session.**

**22. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (10) clients and (6) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.**

**23. 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)**
- ✓ **Next Board Meeting, February 21, 2023 – same time & location unless agency business dictates otherwise.**



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

24. \*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

25. \*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.

26. \*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