

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 25, 2023

6:00 pm.

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 pm.

- ✓ 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 ensure all calculations are correct and sign your report.

Board Representation

<i>Reverend Dairy Johnson</i> <i>President</i>	<i>Private Representative – Navarro County</i>
<i>Lakeshea Brown</i> <i>Vice President</i>	<i>Private Representative – Ellis County</i>
<i>Bernard Porter</i> <i>Treasurer</i>	<i>Client Representative – Navarro County</i>
<i>Christen A. Rudd</i> <i>Secretary</i>	<i>Public Representative – Ellis County</i>
<i>Jeffery Cardell Enoch, Sr.</i>	<i>Public Representative – 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>LaShonda M. Anderson</i>	<i>Client Representative – Anderson County</i>
<i>Mary Snyder</i>	<i>Private Representative – Navarro County</i>

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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 June 20, 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. ***Receive/Accept** the final audit report presented by CohnReznick, LLP and cited above to receive/accept the FY22 Single Audit Report.
8. ***Receive/Accept** FY22 Audit Presentation via Zoom Call for the period ending 10/31/2022 and the Form 990 for the same period to comply specifically with Organizational Standards 8.3/8.6 directly and Organizational Standards 8.1, 8.2, 8.4, & 8.5 indirectly as presented by – Richard J. Sowan, Co-Office Managing Partner – Dallas or designee t: 214-545-3971 m: 214-738-9265 w: www.chonreznick.com.
9. ***Review/Accept** Form 990 for the fiscal year-end (i.e., 10/31/2022) to comply specifically with Organizational Standards 8.3/8.6 directly and Organizational Standards 8.1, 8.2, 8.4, & 8.5 indirectly as prepared and submitted by CohnReznick. **(No vote required for Form 990 per Organizational Standards)**
10. ***Accept/Approve** Organizational Standard 4.4 – Organizational Leadership – The Board receives an annual update on the success of specific strategies included in the Community Action Plan. **Community Services Block Grant (CSBG) Direct Client Services Program**
11. ***Accept/Approve** – the updated Procurement Plan specific to the Transit Department to comply with the Texas Department of Transportation Requirements.

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12. ***Accept/Approve** – Community Transit Services Delegation of Signature Authority Approval to update Name/Functional Title as associated with Documents/Conditions to ensure proper Compliance/Governance with the Texas Department of Transportation.

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

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

13. ***Accept/Approve** – the Audit/Finance Committee Recommendation to accept financials as submitted. **(Financials – May and June)** – Bernard Porter – Treasurer, Lakeshea Brown – Committee Member, LaQuintta Denish Simon – Committee Member, and Christen Rudd – Committee Member.

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

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
Jun-23	3,756	16,721	1,025	10	0	25

Total Transit Revenue for June 2023 \$4,444.00 based on collected fares.

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- ✓ MAGNET Home Delivered Meals – Daniel Edwards

Monthly Report - MAGNET Program				
June 2023				
	<u>Title XX</u>	<u>Superior</u>	<u>Molina</u>	<u>Total</u>
Number of Meals	1,854	-	80	1,934
Per Meal Rate	5.31	6.12	6.12	
Billed	\$ 9,844.74	\$ -	\$ 489.60	\$ 10,334.34
Total Billed for Reporting Period				\$ 10,334.34

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

14. Sharing 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.

15. 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, August 29, 2023 – same time & location unless agency business dictates otherwise.
- ✓ Notice of Public Hearing on August 1, 2023, at 10:30 am in the Doris Anderson Board Room. Purpose: To obtain Community input regarding the agency's FY24 Budget Plan Allocation for projected funds

Executive Session¹

16. *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.

¹ See Guidance posted below Executive Session



Open Session

17. *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.

18. *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.*