

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, August 29, 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 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 July 25, 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. ***Rescind July 25, 2023, and vote on Item #7. *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.
8. Receive and Review FY22 Audit Presentation by CohnReznick for the period ending 10/31/2022 and 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.cohnreznick.com.
9. ***Accept** the FY22 Single Audit Report presented by CohnReznick (cited above).
10. Receive Form 990 as prepared and submitted by CohnReznick. (No vote required for Form 990 per Organizational Standards)
11. ***Accept/Approve** – *the updated Procurement Plan specific to the Transit Department to comply with the Texas Department of Transportation Requirements.*



12. ***Accept/Approve** – *the RUR 2401 (26) Rural State Funds (PGA) Executed – Effective September 1, 2023 – August 31, 2024, in the amount of \$525,797.00.*

13. ***Accept/Approve (Contractual)**: *Recommendations of management based on the evaluation process to enter a contract with the approved Transit Scheduling Software vendor and make the selection from the following RFPs received by the agency as part of the competitive procurement process: 1. Trip Master, 2. Modeshift, 3. SpareLabs, & 4. Ecolane.*

14. Receive **OS 4.2 Organizational Leadership** – The organization's PY23 Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the community assessment. **(No vote required for CAP per Organizational Standards)**

15. Receive **PY2024 Proposed Budget** as presented to the general public during the Public Hearing held on August 1, 2023. **(No vote required for PY2024 Proposed Budget per Organizational Standards)**

16. ***Accept/Approve OS 9.3 Data and Analysis** – *The Board of Directors has received, for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary. (A vote is required 'to modify or not modify' any operational or strategic focus per Organizational Standards. Meeting this standard also meets OS 6.5)*

17. ***Accept/Approve – *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. (A vote is required for the Organization-Wide Budget per Organizational Standards)*

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

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

18. ***Accept/Approve** – *the Audit/Finance Committee Recommendation to accept financials as submitted. (Financials –July) – 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

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- ❖ 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
Jul-23	3,310	14,250	929	10	0	25

Total Transit Revenue for July 2023 \$4,087.00 based on collected fares.

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

Monthly Report - MAGNET Program				
July 2023				
	Title XX	Superior	Molina	Total
Number of Meals	1,744	-	83	1,827
Per Meal Rate	5.31	6.12	6.12	
Billed	\$ 9,260.64	\$ -	\$ 507.96	\$ 9,768.60
Total Billed for Reporting Period				\$ 9,768.60

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

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19. Sharing Agency Updates, Best Practices, etc. – CSI assisted (6) clients and (5) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

20. 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, September 19, 2023 – same time & location unless agency business dictates otherwise.

Executive Session¹

21. *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

22. *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.

23. *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