

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, February 27, 2024

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 January 9, 2024.
3. Introductions – Document Absent Member(s) (Excused and Unexcused) – Director of 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 (Contractual):** Obligated Community Services Block Grant funds for Q1 allocation totaling **\$543,999.00** awarded by Texas Department of Housing and Community Affairs (TDHCA) for FY24 contract number **61240004131**.
8. ***Accept/Approve (Contractual):** Contract Amendment Number 2 associated with Community Services Block Grant – contract number **61230003794** regarding additional funds totaling **\$17,127.00** with a final award of **\$1,633,734.00** for FY23.
9. ***Accept/Approve (Contractual):** Discretionary Community Services Block Grant funds totaling **\$6,451.00** awarded by Texas Department of Housing and Community Affairs (TDHCA) for FY23 contract number **61230004230**.
10. ***Accept/Approve** – the updated Maintenance Plan specific to the Transit Department to comply with the Texas Department of Transportation Requirements.
11. ***Accept/Approve** – the updated ADA Policy specific to the Transit Department to comply with the Americans with Disabilities Act Requirements.
12. ***Accept/Approve** - the updated Community Transit Services Drug and Alcohol Policy.

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13. ***Accept/Approve** executed Engagement Agreement with CohnReznick to complete A-133 Single Audit for the year ending 10/31/2023.

14. ***Accept/Approve** the updated Cost Allocation Plan to comply with Organizational Standards, specifically Organizational Standard 8.12.

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

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

15. ***Accept/Approve** – the Audit/Finance Committee Recommendation to accept financials as submitted. (Financials – December and January) – 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, Melika Matthews, Jeannette Sote, Adriana Garcia & Denise Freeman

- Program Specific Updates
 - ❖ CSBG Contract, Budget, CAP Strategies/Implementation Activities
 - ❖ CSI- Targets/Outcomes & Services/Outputs
 - ❖ ROMA Cycle & ROMA Next Generation – Implementation Activities Update
 - ❖ 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
Jan-24	3,251	13,987	893	10	2	23

Total Transit Revenue for the month of January 2024 is \$4,809.00 based on fares collected.

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✓ MAGNET Home Delivered Meals – Daniel Edwards

Monthly Report - MAGNET Program				
January 2024				
	<u>Title XX</u>	<u>Superior</u>	<u>Molina</u>	<u>Total</u>
Number of Meals	1,659	-	94	1,753
Per Meal Rate	6.46	6.12	6.12	
Billed	<u>\$ 10,717.14</u>	<u>\$ -</u>	<u>\$ 575.28</u>	<u>\$ 11,292.42</u>
Total Billed for Reporting Period				<u>\$ 11,292.42</u>

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

16. Sharing Agency Updates, Best Practices, etc. – CSI assisted (3) clients and (3) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

17. 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 to resume in the March 2024 Meeting)
- ✓ Next Board Meeting, March 19, 2024 – same time & location unless agency business dictates otherwise.

Executive Session¹

18. *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

19. *If there is an Executive Session, the Board will reconvene in an Open Session and may act on any item taken up in the Executive Session. Except as specifically authorized by applicable law, The Board may not take any action in Executive Session.

¹

Guidance posted below Executive Session

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20. *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 deliberations 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.*