

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

6:00 P.M. Tuesday, January 26, 2021

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.

FILED FOR RECORD

REMINDERS: Dinner for Board Members only served at 5:30 P.M. *9:50* O'CLOCK *a* M.

JAN 26 2021

- All attendees must sign Attendance records at entrance.
- Board members unable to attend the meeting are encouraged to contact the Board Chair, President/CEO, and/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.

2021-5

Board Representation

Monetha Fletcher <i>President</i>	Public – Rockwall County
Reverend Dairy Johnson <i>Vice President</i>	Private – Navarro County
Ruth Woods <i>Treasurer</i>	Public – Navarro County
Jeffery Cardell Enoch, Sr. <i>Secretary</i>	Public – Henderson County
Clara Jo McMillan	Private – Navarro County
Lakeshea Brown	Private – Ellis County
Vacant	Client – Ellis County
Vacant	Client – Anderson County
Vacant	Client – Navarro County

(Agency Management/Staff previously completed the democratic process to fill one of the vacancies and due to limited response is rolling out this process again to ensure compliance with Contract and applicable TAC Rules.) This process will run concurrent to fill all client representative vacancies in respective Counties. Note: The current pandemic associated with COVID-19 is the main factor for limited participation and poor turnout.

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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 requested to step outside the board room to respond to a page 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, establishment of quorum.
2. Introductions – Document Absent Member(s) (Excused and/or Unexcused) – QA/QC Manager Tracks Monthly.
3. Community Input – (Limit 3-minutes) – Note: Comments are allowed for items on the current agenda.
4. Vendor Updates: TBD
5. **Approval of Agenda as submitted.*
6. **Consent Agenda:*
(All matters listed are considered to be routine by the Agency and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board of Directors. The item may subsequently be removed from the Consent Agenda to be considered separately.)

- a. **Accept/Approve Minutes: CSI Board of Director's Meeting held December 22, 2020.*
- b. **Accept/Approve Obligated Community Services Block Grant funds first allocation totaling \$391,881.00 awarded by Texas Department of Housing and Community Affairs (TDHCA) for FY21 contract cited below – Number - 61210003448.*

Program	Community Services Block Grant		
Year	2021		
Name	Community Services, Inc.		
Number	61210003448	Amount	\$391,881.00

- c. **Accept/Approve (Closeout Notice) - The Texas Department of Housing and Community Affairs has completed the onsite monitoring review of Community Services, Inc.'s CSBG Contract Nos. 61190003045 and 61180002853. Attached is a copy of the closeout letter. No further response is required.*
- d. **Accept/Approve Molina Healthcare Grant from Meals on Wheels Texas for the award amount of \$3,000.00 to support Home Delivered Meals Program.*
- e. **Accept/Approve TXDOT PROJECT #: RPT 1902 (12) 39_19 PROJECT ID #: 51018021219*

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MASTER AGREEMENT #: MGA-2017-2021-CSI-041 to extend the end date of the contract to allow ample time to get the Transit covered parking project completed within the period.

- f. **Accept/Approve* Community Transit Services Passenger Guide update FY21 – English/Spanish Versions.
- g. **Accept/Approve* Community Transit Services Training Manual update FY21.
- h. **Accept/Approve* updated FY21 Payroll Calendar.
- i. **Accept/Approve* updated FY21 Holiday Schedule in English and Spanish.

Staff Reports (Programmatic Reports Distributed On-site Quarterly) – Agency Q1 Kickoff Report/Update – Agency Highlights

✓ Finance/Audit Committee – Lori Clemons/Elizabeth Saegert – Financial Reports
**Accept/Approve* Audit/Finance Committee Recommendation (Financials – December) – Ruth Woods – Treasurer, Monetha Fletcher – Committee Member, and Lakeshea Brown – Committee Member.

- ✓ CSBG activities – Kandi Sessions, Rachel Adetokunbo, Gina Stanford, & Denise Freeman
 - Program Specific Updates
 - ❖ CSBG Contract, Budget, CAP Strategies/Implementation Activities
 - ❖ CSI- Targets/Outcomes & Services/Outputs
 - ❖ ROMA Cycle & ROMA Next Generation (NG) – Implementation Activities
 - ❖ Update – QA/QC Manager - Organizational Standards – Denise Freeman
 - ❖ Strategic Planning - Staff/Committee Activities – Departmental Updates!!!
 - ❖ Needs Assessment, CAP, & Budget Update COVID-19 Activities – CNA due June FY21.

✓ Community Transit Service – Katie Ragan

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
December 2020	1,613	10,564	595	8	0	19

Due to COVID-19 Transit Operations have been augmented to reduce driver/rider contact and fares are not collected. Agency/Program management plans to keep process in place through Q1 of FY21 and will reassess prior to Q2.

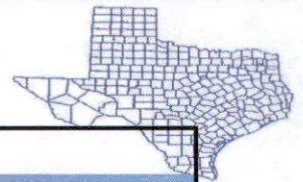
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✓ MAGNET Home Delivered Meals – Gina Stanford

Monthly Reports - MAGNET Program

		Dec-20				
Title XX		Superior			Molina	
Meals	2,675	59			85	
Rate	\$ 5.31	\$ 6.12	\$			5.51
Billed	\$14,204.25	\$361.08			\$468.35	\$ 15,033.68
Total Billed for Reporting Period					\$	15,033.68
FY20 CSBG Contract Supported Food Cost – Equated to 1,424 Meals.						

✓ CEO's Update & Q4 Wrap-up and Q1 Kickoff Activities/Analysis (Service Delivery) & Funder Relations/Real Estate Expansion Update – Executive Session if Required – **Daniel Edwards**

7. ***Accept/Approve Agreement to Provide Services (i.e., Letter of Engagement) with BKM Sowan Horan Accountants/Consultants (www.bkmsh.com) to audit financial statements for the year ending October 31, 2020 to ultimately comply with organizational standard 8.3 and audit presentation by - Richard J. Sowan, Managing Partner - t: 214-545-3965 d: 214-545-3971 m: 214-738-9265 f: 214-545-3966 or designee.**



8. ***(Executive Session) – Certify/Approve Recommendations of the Evaluation Committee appointed at the October 27, 2020 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 full Board of Directors. Note: All recommendations and actions taken will be made in Open Session.**

9. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (15) clients and (7) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

10. Other Business/Announcements. Note: All topics listed below are Board Workshops to ensure ongoing training for the Board of Directors.

- ✓ Key Board Responsibilities – (Topic – Accountability)
- ✓ Next Board Meeting February 16, 2021 – same time & location unless agency business needs dictate otherwise.
- ✓

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11. *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

12. *If there is an Executive Session, the Board will reconvene in Open Session and may take action 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.

13. *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 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