

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, March 9, 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.

REMINDERS: Dinner for Board Members only served at 5:30 P.M.

- 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.

Board Representation

2021-18
FILED FOR RECORD

| | | |
|--|--|---|
| Monetha Fletcher President | AT <u>9:35</u> O'CLOCK <u>A</u> M. | Public – Rockwall County |
| | MAR 08 2021 | |
| Reverend Dairy Johnson Vice President | SHERRY DOWD, County Clerk NAVARRO COUNTY, TEXAS | Private – Navarro County |
| Ruth Woods Treasurer | BY <u>[Signature]</u> DEPUTY | Public – Navarro County |
| <u>Seat vacated by Jeffery Cardell Enoch, Sr. in January of 2021 and is vacant.</u> | | |
| | | Public – Henderson County |
| Clara Jo McMillan | | Private – Navarro County |
| Lakeshea Brown | | Private – Ellis County |
| Vacant | | Client Representative – Ellis County |
| Vacant | | Client Representative – Anderson County |
| Vacant | | Client Representative – Navarro County |
| <i>(Agency Management/Staff previously completed the democratic process to fill one of the vacancies and due to limited response has rolled 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. Anderson County process is 90% complete. Votes to be tallied at the 3/9/2021 meeting.</i> | | |

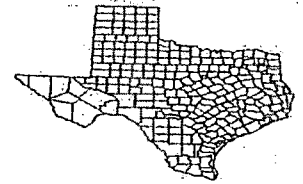
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Housekeeping: The President/CEO and Board of Directors request that all cell phones and other devices be turned off or set on vibrate. Members of the audience are requested to step outside the board room to respond to a page or to conduct a phone conversation. 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. ***Accept/Approve** Agenda as submitted.
6. ***Accept/Approve** Reappointment: Henderson County Public Representative Jeffery Cardell Enoch, Sr., 5585 County Road 4503, Athens, Texas 75752-6745 - Home Telephone: 903-275-9468 & Office Telephone: 903-677-3515 effective March 4, 2021 by County Judge Wade McKinney. (See attached Appointment Letter)
7. Nominations.
8. Officers Elections (Secret Ballot).
9. ***Accept/Approve** Nominations Committee submission of proposed new slate of officers (i.e., Treasurer vacated by previous member) to be elected effective immediately to fill Board Treasurer's seat due to term ending for Jeffery Cardell Enoch, Sr. (See Secret Ballot Form)
10. ***Accept/Approve (Board Vacancy):** Nominations Committee submission of proposed/potential new board member based on Democratic Process to elect proper representation for Anderson County's vacant seat. Note: Board Secretary to officially count sealed ballots from the county in open session and monitored by QA/QC Manager to comply with applicable Bylaws and Community Services Block Grant (i.e., Contract 61210003448) requirements and applicable TAC rules and specifically TAC Rule §6.210 as cited below.

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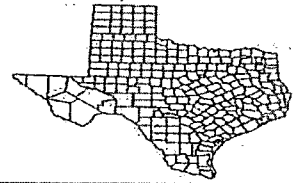
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RULE §6.210

Board Structure



(a) Eligible Entities that are Private Nonprofit Organizations shall administer the CSBG program through a tripartite board that fully participates in the development, planning, implementation, and evaluation of the program to serve low-income communities. Records must be retained for all seated board members in relation to their elections to the board for the longer of the board member's term on the Board, or the federal record retention period. Some of the members of the board shall be selected by the Private Nonprofit Organization, and others through a democratic process; the board shall be composed so as to assure that the requirements of the CSBG Act are followed and are composed as:

(1) One-third of the members of the board shall be elected public officials, holding office on the date of the selection, or their representatives. In the event that there are not enough elected public officials reasonably available and willing to serve on the board, the entity may select appointive public officials to serve on the board. The public officials selected to serve on the board may each choose one permanent representative or designate an alternate to serve on the board. Appointive public officials or their representatives or alternates may be counted in meeting the 1/3 requirement.

(2) Not fewer than 1/3 of the members are persons chosen in accordance with the Eligible Entity's Board-approved written democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; and each representative of low-income individuals and families selected to represent a specific neighborhood within a community resides in the neighborhood represented by the member.

(3) The remainder are members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served.

(b) For a Public Organization that is an Eligible Entity, the entity shall administer the CSBG grant through an advisory board that fully participates in the development, planning, implementation and evaluation of programs that serve low-income communities or through another mechanism specified by the state and that satisfies the requirements of a tripartite board in subsection (a) of this section. The advisory board is the only alternative mechanism for administration the Department has specified.

(c) An Eligible Entity administering the Head Start Program must comply with the Head Start Act (42 U.S.C. §9837) that requires the governing body membership to comply with the requirements of §642(c)(1) of the Head Start Act.

(d) Residence Requirement. Board members must follow any residency requirements outlined in 42 U.S. Code §9910, or federal regulations made pursuant to that section. Low income representatives must reside in the CSBG Service Area.

(e) Selection.

(1) Public Officials:

(A) Elected public officials or appointed public officials, selected to serve on the board, shall have either general governmental responsibilities or responsibilities which require them to deal with poverty-related issues; and

(B) Permanent Representatives and Alternates. The public officials selected to serve on the board may each choose one permanent representative or designate an alternate to serve on the board.

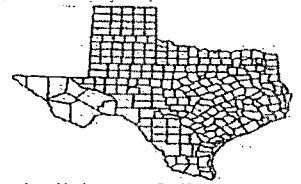
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(i) *Permanent Representatives.* The representative need not be a public official but shall have full authority to act for the public official at meetings of the board. Permanent representatives may hold an officer position on the board. If a permanent representative is not chosen, then an alternate may be designated by the public official selected to serve on the board. Alternates may not hold an officer position on the board.

(ii) *Alternate Representatives.* If the Private Nonprofit Entity or Public Organization advisory board chooses to allow alternates, the alternates for low-income representatives shall be elected at the same time and in the same manner as the board representative is elected to serve on the board. Alternates for representatives of private sector organizations may be designated to serve on the board and should be selected at the same time the board representative is selected. In the event that the board member or alternate ceases to be a member of the organization represented, he/she shall no longer be eligible to serve on the board. Alternates may not hold an officer position on the board.

(2) *Low-Income Representatives:*

(A) *The CSBG Act and its amendments require representation of low-income individuals on boards. The CSBG statute requires that not fewer than one-third of the members shall be representatives of low-income individuals and families and that they shall be chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhoods served; and that each representative of low-income individuals and families selected to represent a specific neighborhood within a community resides in the neighborhood represented by the member.*

(B) *Board members representing low-income individuals and families must be selected in accordance with a democratic procedure. This procedure, as detailed in subparagraph (D) of this paragraph, may be either directly through election, public forum, or, if not possible, through a similar democratic process such as election to a position of responsibility in another significant service or community organization such as a school PTA, a faith-based organization leadership group; or an advisory board/governing council to another low-income service provider; For a Private Nonprofit Entity the democratic selection process must be detailed in the agency's Certificate of Formation/Articles of Incorporation or bylaws, but the method detailed in the bylaws (if so described) must not be inconsistent with any method of selection of Board members outlined in the Certificate of Formation/Articles of Incorporation; failure to comply could result in a default procedure that does not meet the CSBG requirements and potentially jeopardizes the Eligible Entity status of the organization as detailed in §6.213 of this subchapter (relating to Board Responsibility). For a Public Organization the democratic procedure must be written in the advisory board's procedures, and approved at a board meeting.*

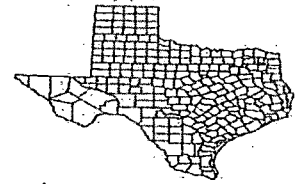
(C) *Every effort should be made by the Private Nonprofit Entity or Public Organization to assure that low-income representatives are truly representative of current residents of the CSBG Service Area, including racial and ethnic composition, as determined by periodic selection or reselection by the community. "Current" should be defined by the recent or annual demographic changes as documented in the needs/Community Assessment. This does not preclude extended service of low-income community representatives on boards, but it does suggest that continued board participation of longer term members be revalidated and kept current through some form of democratic process.*

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(D) The procedure used to select the low-income representative must be documented to demonstrate that a democratic selection process was used. Among the selection processes that may be utilized, either alone or in combination, are:

(i) selection and elections, either within neighborhoods or within the community as a whole; at a meeting or conference, to which all neighborhood residents, and especially those who are poor, are openly invited;

(ii) selection of representatives to a community-wide board by members of neighborhood or sub-area boards who are themselves selected by neighborhood or area residents;

(iii) selection, on a small area basis (such as a city block); or

(iv) selection of representatives by existing organizations whose membership is predominately composed of poor persons.

(E) A Public Organization must not adopt a democratic selection process that requires all of the low-income representatives to reside in the political boundaries of the Public Organization, or that excludes all residents not in the political boundaries of the Public Organization from all participation in the democratic selection of all of the low-income representatives.

(3) Representatives of Private Groups and Interests:

(A) The Private Nonprofit or Public Organization shall select the remainder of persons to represent the private sector on the board or it may select private sector organizations from which representatives of the private sector organization would be chosen to serve on the board; and

(B) The individuals and/or organizations representing the private sector should be selected in such a manner as to assure that the board will benefit from broad community involvement. The board composition for the private sector shall draw from officials or members of business, industry, labor, religious, law enforcement, education, school districts, representatives of education districts and other major groups and interests in the community served.

(f) An Eligible Entity must have written procedures under which a low-income individual, community organization, religious organization, or representative of such may petition for adequate representation on the board of the Eligible Entity. Such petitions must be heard at a subsequent board meeting not more than 120 days after receiving the petition.

(g) Improperly Constituted Board. If the Department determines that a board of an Eligible Entity is improperly constituted, the Department shall prescribe the necessary remedial action, a timeline for implementation, and possible sanctions as described in §2.202 of this title (relating to Sanctions and Contract Closeout).

11. *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.)

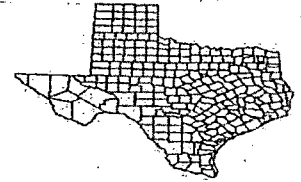
- a. ***Accept/Approve (Minutes):** CSI Board of Director's Meeting held January 26, 2021.
- b. ***Accept/Approve (Policy):** Revised Bereavement Policy.
- c. ***Accept/Approve (Policy):** New Overtime Policy.
- d. ***Accept/Approve (Policy):** New Infectious Disease Policy.

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- e. ***Accept/Approve (Policy):** New Fuel Card Policy.
- f. ***Accept/Approve (Policy):** Revised Fare Collection Policy.
- g. ***Accept/Approve (Contract):** Transit CARES Act Funding Contract Closeout activities 5311-2020-CSI-00119 Project ID 51018011220 CAF 2001 (12) 072_20.
- h. ***Accept/Approve (Contract):** Transit CARES Act Funding Contract Project 51018091221 – PGA 5311 – TXDOT Project #: CAF 2101 (12) 072_20 - Project ID #: 51018011220 & Master Grant Agreement #: MGA-2017-2021-CSI-041.
- i. ***Accept/Approve (COVID Mandate):** Presidential Executive Order 13998 Federal Mask Mandate.
- j. ***Accept/Approve (COVID Mandate):** Hazard Pay continuation through FY21 as implemented in July of FY20 to ensure one additional month of compensation for all staff.
- k. ***Accept/Approve (COVID Mandate):** Second round application for Paycheck Protection Program.

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

- ✓ Finance/Audit Committee – Lori Clemons/Elizabeth Saegert – Financial Reports
***Accept/Approve Audit/Finance Committee Recommendation (Financials – January) – 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/Gina Stanford
 - ❖ Strategic Planning - Staff/Committee Activities – Departmental Updates!
 - ❖ Needs Assessment, CAP, & Budget Update COVID-19 Activities – CNA due June FY21 – Update: CSBG Team Member Rachel Adetokunbo has an early draft pending assistance from Executive Director.
- ✓ 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 |
|------------|--------------------------------|-----------------------------|-----------------------------|---|-------------------------------|-----------------|
| Feb-21 | 1,300 | 7,733 | 459 | 8 | 0 | 16 |

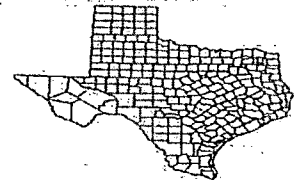
Due to COVID-19 Transit Operations have been augmented to reduce driver/rider contact and fares are not collected. Agency/Program management plans to keep process in place through Q1 of FY21 and will reassess prior to Q2.

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✓ MAGNET Home Delivered Meals – Gina Stanford

| Monthly Reports - MAGNET Program | | | | | |
|---|-------------|----------|----|----------|------------------|
| Feb-21 | | | | | |
| | Title XX | Superior | | Molina | |
| Meals | 2,002 | 19 | | 65 | |
| Rate | \$ 5.31 | \$ 6.12 | \$ | 5.51 | |
| Billed | \$10,630.62 | \$116.28 | | \$358.15 | \$ 11,105.05 |
| Total Billed for Reporting Period | | | | \$ | 11,105.05 |
| FY21 CSBG Contract Supported Food Cost – Equated to 1,068 Meals. | | | | | |

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

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

13. 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 April 20, 2021 – same time & location unless agency business needs dictate otherwise.

Executive Session¹

14. *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

15. *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.

16. *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

¹ See Guidance posted below Executive Session

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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.*