

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, May 25, 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 the 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.

2021-47
FILED FOR RECORD
AT 3 O'CLOCK P.M.

Board Representation

Monetha Fletcher

President

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS

Public – Rockwall County

Reverend Dairy Johnson

Vice President

BY _____ DEPUTY

Private – Navarro County

Ruth Woods

Treasurer

Public – Navarro County

Clara Jo McMillan

Secretary

Private – Navarro County

Lakeshea Brown

Private – Ellis County

Jeffery Cardell Enoch, Sr.

Public – Henderson County

Krystal Gergits

Client Representative – Anderson County

Vacant

Client Representative – Kaufman County

Vacant

Client Representative – Navarro County

Agency Management/Staff previously completed Phase I of the democratic process (i.e., Town Hall) to fill the vacancy for Navarro County to ensure compliance with Bylaws, Contract, and applicable TAC Rules. Phase II is planned and this process will run concurrent with Phase I activities to fill the remaining client representative vacancy in Kaufman County. Town Hall is scheduled for Phase I in Kaufman County.

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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. Board Presentation FY21 Community Needs Assessment as presented by Community Services Block Grant Program Staff.
7. Board Presentation FY21 Community Transit Service Strategic Plan Update and analysis of Customer Satisfaction Surveys as presented by Community Transit Service Program Staff.
8. Board Presentation FY21 Human Resources Strategic Plan Update as presented by Administrative Staff.
9. ***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 April 27, 2021.
 - b. ***Accept/Approve (Contractual)** Amendment to extend the CARES Act contract through 12/31/2021. Note: The data below does not document the term change.

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CONTRACT DETAILS

Number	61200003338	Amendment Number	1
Begin Date	03/27/2020	Status	Active
End Date	07/31/2021	Amount	\$2,151,190.00
Effective Date	03/28/2020	Type	Amendment
Purpose	To add Section 4. Department Financial Obligations G. COVID-19 related pre-award costs. CARES Act Contract to provide for relief of low-income individuals economically impacted by COVID-19.		

- c. ***Accept/Approve (Contractual) Compliance – Standard 1.2** The organization analyzes information collected directly from low-income individuals as part of the community assessment.
- d. ***Accept/Approve (Contractual) Compliance – Standard 1.3** The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the board. Department(s) (i.e., Program) presenting as cited above under #7.
- e. ***Accept/Approve (Contractual) Compliance – Standard 2.2** The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.
- f. ***Accept/Approve (Contractual) Compliance – Standard 3.1** The organization conducted a community assessment and issued a report within the past 3 years.
- g. ***Accept/Approve (Contractual) Compliance – Standard 3.2** As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).
- h. ***Accept/Approve (Contractual) Compliance – Standard 3.3** The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.
- i. ***Accept/Approve (Contractual) Compliance – Standard 3.4** The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.
- j. ***Accept/Approve (Contractual) Compliance – Standard 3.5** The board formally accepts the completed community assessment.
- k. ***Accept/Approve (Contractual) Compliance – Standard 6.5** The board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months. (Department/Program – Transit Services/Human Resources FY21 Update)
- l. ***Accept/Approve (Contractual/Policy) Compliance – Standard 8.12** The agency must present an updated Cost Allocation Plan to the Board of Directors on an annual basis to comply with Organizational Standards and specifically Organizational Standard 8.12.
- m. ***Accept/Approve (Policy):** Update agency Background Check Policy.
- n. ***Accept/Approve (Policy):** New agency Bomb Threat Policy.

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

- ✓ Finance/Audit Committee – Lori Clemons/Elizabeth Saegert – Financial Reports

*Accept/Approve Audit/Finance Committee Recommendation (Financials – April) – Ruth Woods – Treasurer, Monetha Fletcher – Committee Member, and Lakeshea Brown – Committee Member.

- ✓ CSBG activities – Kandi Sessions, Rachel Adetokunbo, Arlene Alvarez, Leatrice Hudson, 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 led by Rachel Adetokunbo due to present findings and Community Needs Assessment (CNA) due to the Department on 6/1/2021.

- ✓ 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
Apr-21	2,197	14,007	775	8	0	23

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 the process in place through Q2 of FY21 and will reassess prior to Q3.

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✓ MAGNET Home Delivered Meals – Gina Stanford

Monthly Reports - MAGNET Program					
Apr-21					
Title XX		Superior		Molina	
Meals	2,400	44		82	
Rate	\$ 5.31	\$ 6.12	\$	5.51	
Billed	\$12,744.00	\$269.28		\$451.82	\$ 13,465.10
Total Billed for Reporting Period				\$	13,465.10
FY21 CSBG Contract Supported Food Cost – Equated to 1,236 Meals.					

✓ CEO's Update – Mid-Q2 Update Activities/Analysis (Service Delivery) & Funder Relations/Real Estate Expansion Update – Executive Session if Required – Daniel Edwards

10. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (7) clients and (5) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

11. 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 – Part II Continue)
- ✓ Next Board Meeting June 15, 2021 – same time & location unless agency business needs dictate otherwise.

Executive Session¹

12. *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

13. *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.

14. *Adjourn.

¹ See Guidance posted below Executive Session

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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.*