

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, June 29, 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.

FILED FOR RECORD
AT 9 O'CLOCK A.M.

2021-57

JUN 24 2021

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS

BY  DEPUTY

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
Clara Jo McMillan <i>Secretary</i>	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 concurrently 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 boardroom to respond to a page or 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 and submission of Agency-Wide Budget for FY21-FY22 as presented by Fiscal/Administrative Staff.
7. Board Presentation FY21 Fiscal Strategic Plan Update as presented by Fiscal/Administrative Staff.
8. ***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 May 25, 2021.
 - b. ***Accept/Approve (Contractual) Compliance – Organizational 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 – Fiscal FY21 Update)
 - c. ***Accept/Approve (Contractual) Compliance – Organizational Standard 7.3** The organization has written job descriptions for all positions, updated within the past 5 years.
 - d. ***Accept/Approve (Contractual/Policy) Compliance – Organizational Standard 8.9** The Board of directors annually approves an organizational-wide budget as presented by Fiscal/Administrative staff.
 - e. ***Accept/Approve (Contractual) Compliance – Community Transit Services Delegation of Signature Authority Approval to update Name/Functional Title as associated with Documents/Conditions to ensure proper Compliance/Governance with Texas Department of Transportation.**

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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 – May) – Ruth Woods – Treasurer, Monetha Fletcher – Committee Member, and Lakeshea Brown – Committee Member.
- ✓ CSBG activities – Kandi Sessions, Rachel Adetokunbo, Arlene Alvarez, Leatrice Hudson, Katheryne Ricardo, 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: Project Complete (i.e., Community Needs Assessment).
 - ✓ 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
May-21	2,156	13,528	764	8	0	24

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.

✓ MAGNET Home Delivered Meals – Gina Stanford

Monthly Reports - MAGNET Program						
May-21						
	Title XX	Superior		Molina		
Meals	2,181	-		81		
Rate	\$ 5.31	\$ 6.12	\$	5.51		
Billed	\$11,581.11	\$0.00		\$446.31	\$	12,027.42
Total Billed for Reporting Period					\$	12,027.42
FY21 CSBG Contract Supported Food Cost – Equated to 1,400 Meals.						

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

9. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (18) clients and (8) 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 – Part III Continue)
- ✓ Next Board Meeting July 27, 2021 – same time & location unless agency business needs dictate otherwise.

Executive Session¹

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 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 the purchase, exchange, lease, or value of the 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,

¹ See Guidance posted below Executive Session

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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.*