

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. (C.S.I.) 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, August 31, 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/C.E.O., 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.

2021-88
FILED FOR RECORD

AT 9:54 O'CLOCK A.M.

Board Representation

Vacant	AUG 26 2021
President	Public – County (T.B.D.) SHERRY DOWD / County Clerk NAVARRO COUNTY, TEXAS
Reverend Dairy Johnson	BY <i>[Signature]</i> DEPUTY
Vice President	Private – Navarro County
Vacant	
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
<u>Vacant – To be officially seated at the 8/31/2021 Board Meeting pending Board approval.</u>	
Client Representative – Navarro County	
Agency Management/Staff previously completed Phase I of the democratic process (i.e., Initial Town Hall) to fill the vacancy for Navarro County to ensure compliance with Bylaws, Contract, and applicable T.A.C. Rules. Phase II (i.e., Meet the Candidates) was completed, and votes (i.e., Secret Ballots) were opened in open session, tallied, and counted at the 7/27/2021 board meeting. The potential new member was determined. The venue to host Town Hall for Kaufman County (i.e., Phase I) activities to fill the remaining client representative vacancy is in process. Town Hall will be scheduled once a location is finalized and community notices have been sent out.	

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Housekeeping: The President/C.E.O. 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 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 Revised board minutes as the Organizational Standards Guidance for CSBG Eligible Entities requires that Board minutes contain specific language for certain standards. The language used in the minutes to approve Organizational Standard 3.5 The Board formally accepts the completed community assessment (May 25, 2021) and Organizational Standard 8.9 The Board annually approves an organization-wide budget (June 29, 2021) must be adjusted to comply with the guidance. See original language and adjusted language below.**

From May 25, 2021:

- j. ***Accept/Approve (Contractual) Compliance – Standard 3.5 The Board formally accepts the completed community assessment.**

Daniel Edwards reviewed all items on the Consent Agenda. He emphasized items c. through l., which dealt with Organizational Standards requirements for the Agency and presentations to and/or acceptance or approval by the Board of Directors.

Adjusted language:

Daniel Edwards reviewed all items on the Consent Agenda. He emphasized items c. through l., which are CSBG Eligible Entity requirements and are part of the Organizational Standards. Item j. is Organizational Standard 3.5 and states the Board accepted the completed Community Needs Assessment (CNA).

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From June 29, 2021:

- 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.

Daniel Edwards reviewed all consent agenda items. Item c., concerning written job descriptions, was tabled until the next meeting.

Adjusted language:

Daniel Edwards reviewed all consent agenda items. Item c., written job descriptions, was tabled. Item d., the organization-wide budget that covers all programs, was presented by the Fiscal staff earlier.

7. FY20 Audit Presentation via Zoom Call for the period ending 10/31/2020 and the Form 990 for the same period to comply specifically with Organizational Standard 8.3/8.6 directly and Organizational Standards 8.1, 8.2, 8.4, & 8.5 indirectly as presented by - Richard J. Sowan, **Managing Partner** - t: 214-545-3965 d: 214-545-3971 m: 214-738-9265 f: 214-545-3966 w: www.bkmsb.com or his designee.

8. ***Accept/Approve** the final audit report presented by BKM Sowan/Horan Accountants Consultants and cited above to accept/approve the FY20 Single Audit Report.

9. ***Accept/Approve** Give President/CEO authorization to enter Community Services, Inc. (Hereinafter "Agency") into initial communication with agency bank Community National Bank & Trust of Texas to consider low-interest loans based on collateral to be deposited in the Agency's Savings Account to resolve the outstanding matter with Texas Department of Transportation (TXDOT) regarding disallowed cost in the total amount of \$133,333.20 and having the President/CEO execute all applicable documents if the process is required. Still pending final guidance from TXDOT.

10. ***Accept/Approve** OS 1.3 Documentation - The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing Board. Programs presenting – CSBG/MOWs.

11. ***Accept/Approve** OS 4.2 Documentation The organization's Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

12. ***Accept/Approve** OS 4.4 Documentation - The governing Board receives an annual update on the success of specific strategies included in the Community Action Plan.

13. ***Accept/Approve** OS 6.5 Documentation - The governing Board has received an update(s) on meeting the goals of the Strategic Plan within the past 12 months.

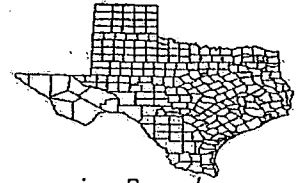
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14. ***Accept/Approve OS 9.3 Documentation** – The organization has presented to the governing Board for review or action, at least within the past 12 months, an analysis of the Agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary and as required by Organizational Standard 9.3. (Note: Due to COVID-19, CSBG Target Adjustments were not required for FY21.)

15. **Accept/Approve (Contractual) PGA DIS 2101 (33) 129_20 (5339-D-2020-CSI-00040)** was revised to reduce the contract to \$176,752 and reallocate the \$6,434 to another transit agency.

16. **Accept/Approve (Contractual)** The executed Master Grant Agreement # MGA-2022-2026-CSI-022, THE PUBLIC TRANSPORTATION MASTER GRANT AGREEMENT (MGA) is made by and between the State of Texas, acting through the Texas Department of Transportation, called the "State." The Community Services, Inc., called the "Subrecipient." The Federal Transit Administration (FTA) has set forth terms and conditions for the administration of its grant programs in the FTA Master Agreement and executed each fiscal year grant period.

17. ***Accept/Approve (Contractual) CCAD Home Delivered Meals contract #000154900** for periods 10/01/2021 – 09/30/2022 – Award Amount \$109,991.34 and 10/01/2022 – 09/30/2023 – Award Amount \$92,452.41 for a combined total of \$202,443.75 specific to Texas Health and Human Services Commission regarding Department of Aging and Disability Services (DADS).

Nominations.

18. ***Accept/Approve (Board Vacancy):** Nominations Committee submission of proposed/potential new board member (i.e., Bernard Porter, located at 904 E. Collin Street, Corsicana, TX 75110 - 903-874-8941) based on Democratic Process to elect proper representation for Navarro County's vacant seat.

Note: Board Secretary officially counted sealed ballots from the county in open session and monitored/documentated by Sr. QA/QC Manager to comply with applicable Bylaws and Community Services Block Grant (i.e., Contract 61210003448) requirements and applicable T.A.C. rules and specifically T.A.C. Rule §6.210 as cited below.

19. Officers Elections (Secret Ballot).

20. ***Accept/Approve** Nominations Committee submission of the proposed new slate of officers (i.e., Board President and Treasurer seats vacated by previous members) to be elected effective immediately to fill Board President's seat due to the term ending for Monetha Fletcher as well as the Treasurer's seat vacated by Ruth Woods due to term ending. (See Secret Ballot Form)

RULE §6.210

Board Structure

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(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 length 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 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, 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 the 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 P.T.A., 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 the extended service of low-income community representatives on boards. Still, it suggests 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).

21. *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): C.S.I. Board of Director's Meeting held July 27, 2021.

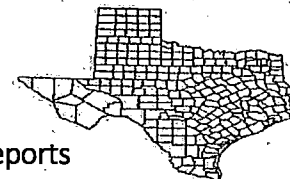
Staff Reports (Programmatic Reports Distributed On-site Quarterly) – Agency Report/Update – Agency Highlights

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- ✓ Finance/Audit Committee – Lori Clemons/Elizabeth Saegert – Financial Reports
- *Accept/Approve Audit/Finance Committee Recommendation (Financials – July) – TBD – Treasurer, New Member (T.B.D.) – Committee Member, and Lakeshea Brown – Committee Member.
- ✓ CSBG activities – Kandi Sessions, Rachel Adetokunbo, Arlene Alvarez, Leatrice Hudson, Kathyne Ricardo, Adriana Garcia, Gina Stanford, & Denise Freeman
 - Program Specific Updates
 - ❖ CSBG Contract, Budget, CAP Strategies/Implementation Activities
 - ❖ CSI- Targets/Outcomes & Services/Outputs
 - ❖ ROMA Cycle & ROMA Next Generation (N.G.) – Implementation Activities
 - ❖ Update – Sr. QA/QC Manager - Organizational Standards – Denise Freeman/Gina Stanford
 - ❖ Strategic Planning - Staff/Committee Activities – Departmental Updates!
 - ❖ Needs Assessment, C.A.P., & Budget Update COVID-19 Activities – C.N.A. was due June FY21 – Update: Project Complete/Standards Met (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
July-21	2,226	14,251	769	8	0	24

Due to COVID-19 and recent surges with the new variant, Transit Operations will maintain the augmented service delivery program design to reduce driver/rider contact. Fares are not collected. Agency/Program management plans to keep the process in place through Q4 of FY21 and will reassess prior to Q1 of FY22.

- ✓ MAGNET Home Delivered Meals – Gina Stanford

Monthly Reports - MAGNET Program				
Jul-21				
	Title XX	Superior	Molina	
Meals	2,307	-	91	
Rate	\$ 5.31	\$ 6.12	\$ 5.51	
Billed	\$12,250.17	\$0.00	\$501.41	\$ 12,751.58
Total Billed for Reporting Period				\$ 12,751.58
FY21 CSBG Contract Supported Food Cost – Equated to 1,612 Meals.				

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- ✓ C.E.O.'s Update – Audit Wrap up/prep, Activities/Analysis (Service Delivery) & Funder Relations/Real Estate Expansion Update – Executive Session if Required – Daniel Edwards

22. Sharing of Agency Updates, Best Practices, etc. – C.S.I. assisted (21) clients and (11) households identified as Board, employee, or relative of either Board or C.S.I. employee for the reporting period.

23. 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 V Continue)
- ✓ Next Board Meeting September 21, 2021 – same time & location unless agency business dictates otherwise.

Executive Session¹

24. *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

25. *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.

26. *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 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

¹ See Guidance posted below Executive Session

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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.*