

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, October 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.

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.

2021-116
 FILED FOR RECORD
 AT 11:46 O'CLOCK A.M.

OCT 21 2021

Board Representation

| | |
|-------------------------------------|--|
| Reverend Dairy Johnson President | Private BY <i>Rachel Dowd</i> DEPUTY SHERRY DOWD, County Clerk NAVARRO COUNTY, TEXAS |
| Lakeshea Brown Vice President | Private – Ellis County |
| Bernard Porter Treasurer | Client Representative – Navarro County |
| Clara Jo McMillan Secretary | Private – Navarro County |
| Jeffery Cardell Enoch, Sr. | Public – Henderson County |
| Krystal Gergits | Client Representative – Anderson County |
| Pam Corder | Public Representative – Kaufman County |
| Vacant | Public Representative – County (TBD) Agency Executive Staff have been coordinating with Rockwall County Judge David Sweet and Rockwall Commissioner Janet Nichol to properly select the next designee for appointment. Initial meetings complete to discuss process and timing. |
| Vacant | Client Representative – Kaufman County The venue to host the initial Town Hall for Kaufman County (i.e., Phase I) activities have been secured for 10/14/2021 to fill the remaining client representative vacancy. The initial Town Hall was held on the 14 th and was successful with 2 residents submitting application of interest to participate in the democratic process to fill the vacancy. Town Hall "Meet/Greet" is scheduled for the 18 th of November. Potential candidates will be vetted (i.e., background checks), date is confirmed, location is finalized, and community notices have been sent out. |

Note: The Board currently has one Public Representative Seat vacancy and one Client Representative Seat vacancy.

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



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. ***Accept/Approve (Minutes):** C.S.I. Board of Director's Meeting held September 21, 2021.
3. Introductions – Document Absent Member(s) (Excused and/or Unexcused) – QA/QC Manager Tracks Monthly.
4. Community Input – (Limit 3-minutes) – **Note: Comments are allowed for items on the current agenda.**
5. Vendor Updates: TBD
6. ***Accept/Approve** Agenda as submitted.
7. ***Accept/Approve – (Administration/Operations)** 6 percent cost-of-living adjustment (COLA) for all staff to be effective immediately with benefits payable in January 2022 on first payroll run.
8. ***Accept/Approve – (Contractual)** Contract Amendment #2 associated with Community Services Block Grant – contract number 61210003448 regarding additional funds with a final award of \$1,578,687.00 for FY21.

CONTRACT DETAILS

Number: 61210003448

Amendment Number: 2

Begin Date: 01/01/2021

Status: Active

End Date: 12/31/2021

Amount: \$1,578,687.00

Effective Date: 08/18/2021

Type: Amendment

Purpose: additional funds

Boilerplate: 2021-csbg-amdmt-bp-2-3-4-quarter-funds-nonprofit

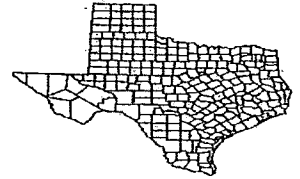
9. ***Accept/Approve – (Administration/Operations)** Community Services Block Grant Program's Declaration of Income Statement Policy underwent the annual year-end review for compliance with Results Oriented Management and Accountability (ROMA) cycle and the Texas Department of Housing and Community Affairs' guidance to include a review date for continued use through the upcoming FY22 contract period.

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



10. **Accept/Approve Board Chair to appoint Evaluation Committee (i.e., Three Member Panel) to govern Annual Evaluation process of the President/CEO due January 21, 2022.*

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

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

**Accept/Approve Audit/Finance Committee Recommendation (Financials – September) – Bernard Porter – Treasurer, Krystal Gergits – Committee Member, and Lakeshea Brown – Committee Member.*

✓ CSBG activities – Kandi Sessions, Rachel Adetokunbo, Arlene Alvarez, Leatrice Hudson, Katheryne Ricardo, Adriana Garcia, & 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/Arlene Alvarez – Update: OS were due on 9/30 and agency met due date.
- ❖ Strategic Planning - Staff/Committee Activities – Departmental Updates!
- ❖ Needs Assessment, CAP, & Budget Update COVID-19 Activities – CNA 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 |
|------------|--------------------------------|-----------------------------|-----------------------------|---|-------------------------------|-----------------|
| Sept-21 | 2,627 | 14,950 | 857 | 8 | 0 | 25 |

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.

Note: This section left blank to ensure a full table on the next page.

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



- ✓ MAGNET Home Delivered Meals – Daniel Edwards

| Monthly Reports - MAGNET Program | | | | | |
|---|-------------|----------|--------|----------|---------------------|
| Sep-21 | | | | | |
| | Title XX | Superior | Molina | | |
| Meals | 2,173 | - | | 98 | |
| Rate | \$ 5.31 | \$ 6.12 | \$ | 5.51 | |
| Billed | \$11,538.63 | \$0.00 | | \$539.98 | \$ 12,078.61 |
| Total Billed for Reporting Period | | | | | \$ 12,078.61 |
| FY21 CSBG Contract Supported Food Cost – Equated to 1,618 Meals. | | | | | |

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

11. Sharing of Agency Updates, Best Practices, etc. – C.S.I. assisted (22) clients and (12) households identified as Board, employee, or relative of either Board or C.S.I. employee for the reporting period.

12. 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 VII Continue)
- ✓ Next Board Meeting November 16, 2021 – same time & location unless agency business dictates otherwise.

Executive Session¹

13. *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

14. *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.

15. *Adjourn.

¹ See Guidance posted below Executive Session

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



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.*