

# Community Services, Inc. 2021-132

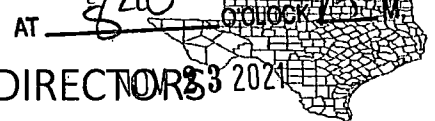
Toll Free / 800-831-9929    Office / 903-872-2401    Fax / 903-872-0254

P.O. Box 612 • Corsicana, Texas 75151-0612

*Created to Serve*

## MEETING NOTICE

**FILED FOR RECORD**



## COMMUNITY SERVICES, INC. (CSI) BOARD OF DIRECTORS

Administrative Offices – (Doris Anderson Executive Board Room)

Address: 302 Hospital Drive, Corsicana, TX 75110 – Phone: (903) 875-301

6:00 P.M. Tuesday, November 30, 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.

### Board Representation

<i>Reverend Dairy Johnson</i> <i>President</i>	<i>Private – Navarro County</i>
<i>Lakeshea Brown</i> <i>Vice President</i>	<i>Private – Ellis County</i>
<i>Bernard Porter</i> <i>Treasurer</i>	<i>Client Representative – Navarro County</i>
<i>Clara Jo McMillan</i> <i>Secretary</i>	<i>Private – Navarro County</i>
<i>Jeffery Cardell Enoch, Sr.</i>	<i>Public – Henderson County</i>
<i>Krystal Gergits</i>	<i>Client Representative – Anderson County</i>
<i>Pam Corder</i>	<i>Public Representative – Kaufman County</i>
<i>Vacant</i> <small>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 were completed to discuss the process and timing. Management is also considering other Counties as well to fill this vacancy.</small>	<i>Public Representative – County (TBD)</i>
<i>Vacant</i> <small>Town Hall "Meet/Greet" was held on the 18<sup>th</sup> of November. Potential candidates attended to share their reasons for wanting to participate in this process and why they were interested in serving on the Board of Directors. Sealed ballots were received from those eligible to vote, and agency staff will be tracking mail-in ballots to fully certify this democratic process. All votes will be counted in the open session of the next board meeting.</small>	<i>Client Representative – Kaufman County</i>

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

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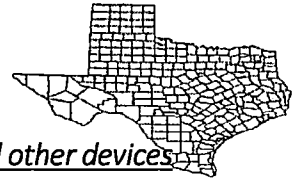
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Housekeeping: The President/C.E.O. and Board of Directors request that all cell phones and other devices be turned off or set on vibrate. Members of the audience are requested to step outside the boardroom to respond to a page or to conduct a phone 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. *\*Accept/Approve (Minutes): CSI Board of Director's Meeting held October 21, 2021.*
3. Introductions – Document Absent Member(s) (Excused and/or Unexcused) – Sr. 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) New COVID-19 Policy.*
8. *\*Accept/Approve – (Administration/Operations) Holiday Schedule 2022.*
9. *\*Accept/Approve – (Administration/Operations) Payroll Calendar 2022.*
10. *\*Accept/Approve – (Administration/Operations) Amendment PGA RPT 2101 (12) 39\_19 (5311-2020-CSI-00233) Reallocated funds of \$122,883 from Operations to Acquisition - Park & Ride Lot and extended contract to August 31, 2022.*
11. *\*Accept/Approve – (Administration/Operations) Executed ARP 2201 (12)107\_21 (5311-2021-CSI-00053) Funds of \$67,926 for Project Admin – contract expires December 31, 2022.*

### Staff Reports (Programmatic/Fiscal Reports Distributed On-site Quarterly) – Agency Highlights

- ✓ Audit/Finance Committee – Lori Clemons, Amy Peavy & Elizabeth Saegert – Financial Reports

12. *\*Accept/Approve Audit/Finance Committee Recommendation to accept financials as submitted. (Financials – October) – Bernard Porter – Treasurer, Krystal Gergits – Committee Member, and Lakeshea Brown – Committee Member.*

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## Staff Reports Continue:

- ✓ CSBG activities – Denise Freeman, Kandi Session, Rachel Adetokunbo, Arlene Alvarez, Leatrice Hudson, Katheryne Ricardo, & Adriana Garcia
  - 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 and received 100% Compliance Score/Rating.
    - ❖ Strategic Planning - Staff/Committee Activities – Departmental Updates!
    - ❖ Needs Assessment, CAP & Budget Update, and COVID-19
  
- ✓ 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
Oct-21	2,752	15,339	836	8	0	26

Fares are now being collected. Agency/Program Management plans to track this process through Q4 of FY21 and will reassess prior to Q1 of FY22.

- ✓ MAGNET Home Delivered Meals – Daniel Edwards

Monthly Reports - MAGNET Program					
Oct-21					
	Title XX	Superior		Molina	
Meals	2,027	-		99	
Rate	\$ 5.31	\$ 6.12	\$	5.51	
Billed	\$10,763.37	\$0.00		\$545.49	\$ 11,308.86
<b>Total Billed for Reporting Period</b>					<b>\$ 11,308.86</b>
FY21 CSBG Contract Supported Food Cost – Equated to 1,595 Meals.					

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- ✓ CEO's Update – Audit Compliance Wrapup/prep, Activities/Analysis (Service Delivery) & Funder Relations/Real Estate Expansion Update – Executive Session if Required – Daniel Edwards

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

14. Other Business/Announcements. Note: All topics listed below are Board Workshops to ensure ongoing training for the Board of Directors.

- ✓ Key Board Responsibilities – (Training Topic – Board Roles & Responsibilities – Part I)
- ✓ Next Board Meeting January 18, 2022 – same time & location unless agency business dictates otherwise.

## Executive Session<sup>1</sup>

15. \*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

16. \*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.

17. \*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

<sup>1</sup> 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.*