

Community Services, Inc.

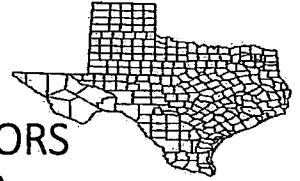
Toll Free / 800-831-9929 Office / 903-872-2401 Fax / 903-872-0254



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, January 25, 2022

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

2022-9
FILED FOR RECORD

Reverend Dairy Johnson President	AT <u>9:31</u> O'CLOCK <u>A</u> M.	Private – Navarro County
Lakeshea Brown Vice President	JAN 20 2022	Private – Ellis County
Bernard Porter Treasurer	SHERRY DOWD, County Clerk NAVARRO COUNTY, TEXAS BY <u>KO</u> DEPUTY	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) <i>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 since returning from Holiday break.</i>
Vacant		Client Representative – Kaufman County <i>Town Hall "Meet/Greet" was held on the 18th 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 tracked mail-in ballots to fully certify this democratic process. All votes will be counted in the open session of the next board meeting.</i>

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

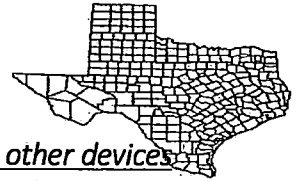
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Housekeeping: The President/CEO and Board of Directors request that all cell phones and other devices be turned off or set on vibrate. Members of the audience are requested to step outside the boardroom to respond to a page or to conduct a phone conversation. 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 November 30, 2021.
3. Introductions – Document Absent Member(s) (Excused and/or Unexcused) – Assistant Director Quality Assurance & Reporting 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)** updated FY22 Accounting Policy and Procedures Manual.
8. ***Accept/Approve – (Administration/Operations)** updated FY22 Transit Passenger Guide.
9. ***Accept/Approve – (Administration/Operations)** updated FY22 Transit Drivers Training Manual.
10. ***Accept/Approve (Board Vacancy)** Nominations Committee submission of proposed/potential new board member based on Democratic Process to elect proper representation for Kaufman County's Client Representative vacant seat. Note: Board Secretary to officially count sealed ballots from the county in open session and monitored by Assistant Director Quality Assurance & Reporting to comply with applicable Bylaws and Community Services Block Grant (i.e., Contract 61210003448) requirements and applicable TAC rules and specifically TAC Rule §6.210.

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

- ✓ Audit/Finance Committee – Lori Clemons, Amy Peavy & Elizabeth Saegert – Financial Reports
11. ***Accept/Approve** Audit/Finance Committee Recommendation to accept financials as submitted. (Financials – November/December) – 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, 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 – Assistant Director Quality Assurance & Reporting - Organizational Standards – Denise Freeman
 - ❖ Strategic Planning - Staff/Committee Activities – Departmental Updates!
 - ❖ Needs Assessment, CAP & Budget Update, and COVID-19 – Health Officer to conduct COVID-19 Survey – Rachel Adetokunbo

- ✓ Community Transit Service – Katie Ragan

Month-Year	Unlinked Passenger Trips	Vehicle Revenue Miles	Vehicle Revenue Hours	Vehicles Operated in Maximum Service	Safety and Security Incidents	Days of Service
	(UPT)	(VRM)	(VRH)	(VOMS)		
Dec-21	2,106	9,770	602	8	0	19

Total Fares collected for the month of December 2021 totaled \$2,282.00.

- ✓ MAGNET Home Delivered Meals – Daniel Edwards

Monthly Reports - MAGNET Program					
Dec-21					
	Title XX	Superior	Molina		
Meals	2,141	-	105		
Rate	\$ 5.31	\$ 6.12	\$ 5.51		
Billed	\$11,368.71	\$0.00	\$578.55	\$	11,947.26
Total Billed for Reporting Period				\$	11,947.26
FY21 CSBG Contract Supported Food Cost – Equated to 1,818 Meals.					

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- ✓ CEO's Update – Audit/Monitoring Compliance Wrap-up/Prep, Activities/Analysis (Service Delivery) & Funder Relations/Real Estate Expansion Update – Executive Session if required – Daniel Edwards

12. **(Executive Session) – Certify/Approve Recommendations of the Evaluation Committee appointed at the November 30, 2021 Board of Director's meeting to facilitate the annual evaluation process for the Executive Director's Annual Evaluation Focal Point/Review and all discussion points from the full Board of Directors. Note: All recommendations and actions taken will be made in Open Session.*

13. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (19) clients and (9) 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 February 15, 2022 – same time & location unless agency business dictates otherwise.*

Executive Session¹

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

¹ See Guidance posted below Executive Session

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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.*