

# 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 May 31, 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.

2022-56  
**FILED FOR RECORD**  
 AT 3:52 O'CLOCK P M.

### Board Representation

Reverend Dairy Johnson President	Private – Navarro County SEBASTIAN DOWD, County Clerk NAVARRO COUNTY, TEXAS BY: <i>Kathleen [Signature]</i> DEPUTY
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
LaQuintta Denish Simon	Client Representative – Kaufman County
Vacant 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, timing, and follow ups will happen in Q2. Management is also considering other Counties as well to fill this vacancy and will actively pursue other options.	Public Representative – County (TBD)

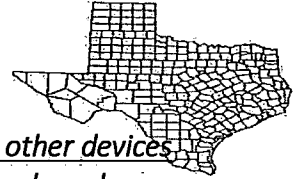
**Note: The Board currently has one Public Representative Seat vacancy to be filled.**

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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 April 26, 2022.*
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 executed Engagement Agreement with BKM Sowan Horan Accountants Consultants to complete A-133 Single Audit for year ending 10/31/2021.*
8. *\*Accept/Approve OS 4.5 Documentation – Revised and updated Agency Succession Plan for the Executive Director to ensure proper documentation of process required to govern transition period.*
9. *\*Accept/Approve 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.*
10. *\*Accept/Approve \*Accept/Approve OS 1.3 Documentation – The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing Board. (Transit Program Report)*

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

✓ Audit/Finance Committee – Lori Clemons & Amy Peavy – Financial Reports

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

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## Staff Reports Continue:

CSBG activities – Kandi Session, Rachel Adetkunbo & 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 – Assistant Director Quality Assurance & Reporting - Organizational Standards – Denise Freeman
  - ❖ Strategic Planning – Rachel Adetkunbo, Daniel Edwards & Committee Members
  - ❖ Needs Assessment/CAP – Rachel Adetkunbo, Denise Freeman & Kandi Session
  
- ✓ Community Transit Service – Katie Ragan/Kimberly Vaughan

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
April-22	2,552	11,442	669	8	0	24

Total Transit Revenue for the month of April 2022 \$2,986.00 based on fares collected.

- ✓ MAGNET Home Delivered Meals – Daniel Edwards

Monthly Report - MAGNET Program				
April 2022				
	Title XX	Superior	Molina	Total
Meals	1,721	-	79	1,800
Rate	\$ 5.31	\$ 6.12	\$ 6.12	
Billed	\$9,138.51	\$0.00	\$483.48	\$9,621.99
<b>Total Billed for Reporting Period</b>				<b>\$9,621.99</b>
FY22 CSBG Contract Supported Food Cost – Equated to 528 Meals.				

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

12. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (2) clients and (2) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

13. 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, June 21, 2022 – same time & location unless agency business dictates otherwise.

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

14. \*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

15. \*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.

16. \*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;

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<sup>1</sup> See Guidance posted below Executive Session

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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.*