

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, July 26, 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

| | |
|---|--|
| Reverend Dairy Johnson President | Private Representative – Navarro County |
| Lakeshea Brown Vice President | Private Representative – Ellis County |
| Bernard Porter Treasurer | Client Representative – Navarro County |
| Clara Jo McMillan Secretary | Private Representative – Navarro County |
| Jeffery Cardell Enoch, Sr. | Public Representative – Henderson County |
| Krystal Gergits | Client Representative – Anderson County |
| Pam Corder | Public Representative – Kaufman County |
| LaQuintta Denish Simon | Client Representative – Kaufman County |
| Vacant <small>Agency Executive Staff coordinated with Rockwall County Judge David Sweet and Rockwall Commissioner Janet Nichol to select the next designee for the appointment potentially for Rockwall County. Initial meetings were completed to discuss the process, timing, and follow-ups. Management is also considering other Counties post review of Bylaws to align process/governance for filling vacancies.</small> | Public Representative – County (TBD) 2022-77 |

FILED FOR RECORD

Note: The Board currently has one Public Representative Seat vacancy to be filled. 9:50 O'CLOCK A.M.

JUL 21 2022

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS

BY [Signature] DEPUTY

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/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 text messages 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

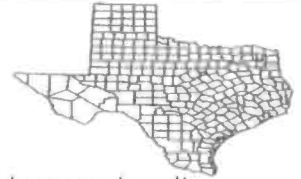
1. Call to order, establishment of quorum.
2. ***Accept/Approve (Minutes):** CSI Board of Director's Meeting held June 28, 2022.
3. Introductions – Document Absent Member(s) (Excused and/or Unexcused) – Assistant Director Quality Assurance & Reporting Tracks Monthly.
4. Community Input – (Limit 3-minutes) – **Note: Comments are allowed for items on the current agenda.**
5. Vendor Updates: TBD
6. ***Accept/Approve** Agenda as submitted.
7. ***Accept/Approve** Organizational Standard 1.3 – Consumer Input and Involvement – The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing Board. (Community Services Block Grant Programmatic Report)
8. Organizational Standard 2.3 – Community Engagement – to officially announce the date and time of Public Hearing for FY23 Community Action Plan (CAP) and proposed FY23 Community Services Block Grant Budget.
9. ***Accept/Approve** Organizational Standard 4.4 – Organizational Leadership – The board receives an annual update on the success of specific strategies included in the Community Action Plan.
10. Organizational Standard 5.1 – Board Governance – board's official review of agency Bylaws and applicable revisions prior to full board approval and post review by outside Attorney. **Note: Cited as Training Topic below under Other Business/Announcements.**
11. ***Accept/Approve** Organizational Standard 7.7 – Human Resource Management/Employee Relations – board approves agency's Whistleblower Policy.

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



12. Organizational Standard 8.1 – Financial Operations and Oversight – Organization’s annual audit is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements. The board of directors accepts the final draft of the report prior to filing with the Federal Audit Clearinghouse by 7/31/2022 due date.

13. ***Accept/Approve** Obligated Health and Human Services Commission (HHSC) Grant funds specific to (Region 03 / HHSC Contract No. 000154900) to add \$15,000.75 additional funds to the final allocation totaling \$124,992.09. See Amendment in Board Packet.

14. ***Accept/Approve** Texas Department of Transportation (TXDOT) Executed PGA RUR 2301 (33) (period of September 1, 2022, through August 31, 2023) Total amount of \$432,068 with \$90,000 for (Administration) & \$342,068 (Operations).

15. ***Accept/Approve** TXDOT Executed PGA RPT 2101 (12)39_19 Amendment #2 (grant period extended to December 31, 2022) Total amount of \$245,689 with \$122,883 allocated for acquisition park and ride lot and are associated with agency operations.

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

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

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

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

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



- ✓ 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 |
|------------|--------------------------------|-----------------------------|-----------------------------|---|-------------------------------|-----------------|
| June-22 | 2,722 | 11,140 | 669 | 8 | 0 | 25 |

Total Transit Revenue for the month of June 2022 \$3,101.00 based on fares collected.

- ✓ MAGNET Home Delivered Meals – Daniel Edwards

| Monthly Report - MAGNET Program | | | | |
|--|---------------------|-------------|------------------|---------------------|
| June 2022 | | | | |
| | Title XX | Superior | Molina | Total |
| Number of Meals | 1,923 | - | 96 | 2,019 |
| Per Meal Rate | 5.31 | 6.12 | 6.12 | |
| Billed | \$ 10,211.13 | \$ - | \$ 587.52 | \$ 10,798.65 |
| Total Billed for Reporting Period | | | | \$ 10,798.65 |

FY22 CSBG Contract Supported Food Cost – Equated to 36 Meals.

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

17. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (11) clients and (7) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

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

- ✓ Key Board Responsibilities/Training – (Training Topic – Agency Bylaws)
- ✓ Next Board Meeting, August 16, 2022 – same time & location unless agency business dictates otherwise.

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



Executive Session¹

19. *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

20. *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.

21. *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 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.

¹ See Guidance posted below Executive Session