

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



ANNUAL 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

**Tuesday, October 25, 2022
6:00 P.M.**

2022-116
FILED FOR RECORD
AT 10:13 O'CLOCK a M.

OCT 18 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.

SHERRY BOWEN, CLERK
NAVARRO COUNTY, TEXAS
BY _____ DEPUTY

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, 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 <i>President</i>	Private – Navarro County
Lakeshea Brown <i>Vice President</i>	Private – Ellis County
Bernard Porter <i>Treasurer</i>	Client Representative – Navarro County
Clara Jo McMillan <i>Secretary</i>	Private – Navarro County
Jeffery Cardell Enoch, Sr.	Public – Henderson County
LaQuintta Denish Simon	Client Representative – Kaufman County
Vacant <i>Agency Executive Staff engaged in initial program staff meetings to coordinate the rollout of the democratic process. This ensures compliance with applicable TAC Rules and Community Services Block Grant requirements.</i>	Client Representative – County (TBD)
Vacant <i>Agency Executive Staff is currently sourcing to fill this vacancy via interviews with local community members/residents and working with local officials to appoint an appropriate designee.</i>	Public Representative – County (TBD)

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

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 asked 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, the establishment of a quorum.
2. ***Accept/Approve (Minutes):** CSI Board of Directors Meeting held on September 20, 2022.
3. Introductions – Document Absent Member(s) (Excused and 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** cost-of-living adjustment (COLA) up to 8.7 percent for all staff based on FY23 agency funding and feasibility at management's discretion.
8. Officers Elections (Secret Ballot).

Note: Current Board Secretary to officially count secret ballots and assisted/documented by Assistant Director Quality Assurance & Reporting to comply with applicable Bylaws (Article VI, Section 2) and Community Services Block Grant (i.e., Contract 61220003640) requirements and applicable T.A.C. rules.

9. ***Accept/Approve** Nominations Committee submission of the proposed new slate of officers (i.e., Board President, Vice President, Secretary, and Treasurer) to be elected effective immediately. (See Secret Ballot Form)
10. ***Accept/Approve** – Executed PGA BBF 2301 (26)050_22 for the following grant period of September 26, 2022, through May 31, 2024, with a total award amount of \$76,028 for Expand Van.
11. Complete Annual Review of Succession Planning Plan for Executive Director to ensure board is informed of process if required to implement.

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



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

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

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

Staff Reports Continue:

CSBG activities – Kandi Session, Rachel Adetokunbo, Gina Stanford & 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 Adetokunbo, Daniel Edwards & Committee Members
 - ❖ Needs Assessment/CAP – Rachel Adetokunbo, Denise Freeman, Gina Stanford & 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
Sept. - FY22	3,218	14,289	827	8	0	25

Total Transit Revenue for the month of September 2022 \$3,835.00 based on fares collected.

Note: This section left blank to ensure a full table on 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 Report - MAGNET Program				
September 2022				
	<u>Title XX</u>	<u>Superior</u>	<u>Molina</u>	<u>Total</u>
Number of Meals	1,961	-	109	2,070
Per Meal Rate	5.31	6.12	6.12	
Billed	<u>\$ 10,412.91</u>	<u>\$ -</u>	<u>\$ 667.08</u>	<u>\$ 11,079.99</u>
Total Billed for Reporting Period				\$ 11,079.99

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

13. 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.

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 – Program Financials)
- ✓ Next Board Meeting, November 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.

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.*