

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

2023-051

COMMUNITY SERVICES, INC. (CSI) BOARD OF DIRECTORS

Administrative Offices – (Doris Anderson Executive Board Room)

Address: 302 Hospital Drive, Corsicana, TX 75110 – Phone: (903) 872-2401

Tuesday, May 30, 2023

6:00 P.M.

FILED FOR RECORD
AT 9:46 O'CLOCK a M.

MAY 25 2023

Mission Statement: The mission of Community Services, Inc. is to provide support services to the community and enrich individuals, families, and communities directly and through mutual collaborations with community partners leading to self-sufficiency. (Note: Mission to be recited after quorum is established.)

REMINDERS: Dinner for Board Members is 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
Vacant	Private – County (TBD)
Jeffery Cardell Enoch, Sr.	Public – Henderson County
Pam Corder	Public Representative – Kaufman County
LaQuintta Denish Simon	Client Representative – Kaufman County
Christen A. Rudd	Public Representative – Ellis County
LaShonda M. Anderson	Client Representative – Anderson County

Note: The Board currently has one vacancy, a Private Representative Seat, which was cited above and is due to be filled during the May Meeting.

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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 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 April 26, 2023.
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/Funder Updates: TBD
6. ***Accept/Approve** Agenda as submitted.
7. ***Introduction and seating** – Mary Snyder (i.e., Private Candidate Nominee) – 119 Sweetwater Trail, Kerens, Texas 75144 – Contact Information – Work: 903-396-2971, Cell: 903-519-1722 – Email: msnyder@ci.kerens.tx.us (Private Representation) – Navarro County Representative.
8. ***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). **Community Services Block Grant (CSBG) Direct Client Services Program**
9. **Review and Sign** Organizational Standard 5.6 - Conflict of Interest Policy.
10. ***Accept/Approve** – PGA DIS 2303 (26)014_23 funds to replace two transit vehicles in the amount of \$309,808 with the end date of March 31, 2025.
11. ***Accept/Approve** – Amendment PGA BBF 2301 (26)050_22 revised the project to purchase a support vehicle in the amount of \$76,028.
12. ***Accept/Approve** – Amendment PGA RUR 2101 (33) revised the project budget by transferring \$22,606 from Acquisition Park & Ride to Operating to exhaust the contract.

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13. ***Accept/Approve** – Amendment PGA RPT 2201 (12)063_21 revised the project budget by transferring \$64,840 from Project Administration to Operating to exhaust the contract.

14. ***Accept/Approve (Contractual)**: Discretionary Community Services Block Grant funds totaling \$369,195.00 awarded by Texas Department of Housing and Community Affairs (TDHCA) for FY22 contract number 61220003640.

61220003640	CSBG_DISC	2022	01/01/2022	Community Services, Inc.	\$369,195.00
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15. ***Accept/Approve** Board President’s appointment of Christen Rudd to the Audit/Finance Committee.

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

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

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

CSBG activities – Kandi Session, Rachel Adetokunbo, Gina Stanford, Adriana Garcia & 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
Apr-23	3,119	14,234	862	10	0	23

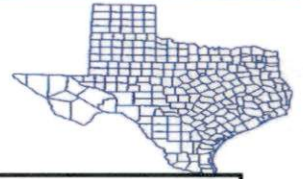
Total Transit Revenue for April 2023 \$3,954.00 based on collected fares.

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- ✓ MAGNET Home Delivered Meals – Amy Peavy

Monthly Report - MAGNET Program				
April 2023				
	<u>Title XX</u>	<u>Superior</u>	<u>Molina</u>	<u>Total</u>
Number of Meals	1,605	-	50	1,655
Per Meal Rate	5.31	6.12	6.12	
Billed	<u>\$ 8,522.55</u>	<u>\$ -</u>	<u>\$ 306.00</u>	<u>\$ 8,828.55</u>
Total Billed for Reporting Period				<u>\$ 8,828.55</u>

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

17. Sharing Agency Updates, Best Practices, etc. – CSI assisted (7) clients and (6) 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 and guidance on future meetings.

- ✓ Key Board Responsibilities – (Training Topic – Program Financials/New Member Orientation)
- ✓ Next Board Meeting, June 20, 2023 – same time & location unless agency business dictates otherwise.
- ✓ 2023 CAPLAW National Training Conference – June 27-29 in Austin, TX.

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 act 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.

¹ See Guidance posted below Executive Session

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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.*