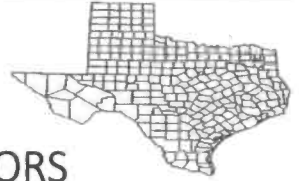


# Community Services, Inc.

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

Tuesday, May 28, 2024

6:00 P.M.

2024-058

FILED FOR RECORD  
AT 10 O'CLOCK A.M.

MAY 10 2024

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 cooperation 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 ensure all calculations are correct and 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
Christen A. Rudd Secretary	Public Representative – Ellis County
Jeffery Cardell Enoch, Sr.	Public Representative – Henderson County
Pam Corder	Public Representative – Kaufman County
LaQuintta Denish Simon	Client Representative – Kaufman County
LaShonda M. Anderson	Client Representative – Anderson County
Mary Snyder	Private Representative – Navarro County

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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 March 26, 2024.
3. Introductions – Document Absent Member(s) (Excused and Unexcused) – Director of 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. Presentation of the FY24 Community Needs Assessment (CNA) to the CSI Board of Directors by Community Services Block Grant Program Staff – Rachel Adetokunbo.

The Community Needs Assessment incorporates the following Organizational Standards:

**Standard 1.2** *The organization analyzes information collected directly from low-income individuals as part of the community assessment.*

**Standard 2.2** *The organization utilizes information gathered from key sectors of the community in assessing needs and resources during the community assessment process or other times. **These sectors would include, at minimum, community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.***

**Standard 3.1** *The organization conducted a community assessment and issued a report within the past 3 years.*

**Standard 3.2** *As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).*

**Standard 3.3** *The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.*

**Standard 3.4** *The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.*

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8. **\*Accept/Approve (Contractual) Compliance – Standard 3.5** The Board formally accepts the completed community assessment.

9. **\*Accept/Approve (Contractual)** - Community Services Block Grant Amendment 1 for FY2024 funds for a total award of \$1,694,952.00 as awarded by the Texas Department of Housing and Community Affairs (TDHCA) for FY2024 contract number 61240004131.

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

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

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

- ✓ CSBG activities – Kandi Session, Rachel Adetokunbo, Gina Stanford, Melika Matthews, Adriana Garcia & Denise Freeman
  - Program Specific Updates
    - ❖ CSBG Contract, Budget, CAP Strategies/Implementation Activities
    - ❖ CSI- Targets/Outcomes & Services/Outputs
    - ❖ ROMA Cycle & ROMA Next Generation – Implementation Activities Update
    - ❖ Organizational Standards – Denise Freeman
    - ❖ Strategic Planning – Rachel Adetokunbo, Daniel Edwards & Committee Members
    - ❖ Needs Assessment/CAP – Rachel Adetokunbo, Denise Freeman, Gina Stanford & Kandi Session - See Items # 7 & 8.

- ✓ 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-24	3,344	16,214	942	10	0	24

**Total Transit Revenue for April 2024 is \$4,103.00 based on collected fares.**

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- ✓ MAGNET Home Delivered Meals – Daniel Edwards

Monthly Report - MAGNET Program				
April 2024				
	<u>Title XX</u>	<u>Superior</u>	<u>Molina</u>	<u>Total</u>
Number of Meals	1,579	-	63	1,642
Per Meal Rate	6.46	6.12	6.12	
Billed	<u>\$ 10,200.34</u>	<u>\$ -</u>	<u>\$ 385.56</u>	<u>\$ 10,585.90</u>
Total Billed for Reporting Period				<u>\$ 10,585.90</u>

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

11. Sharing Agency Updates, Best Practices, etc. – CSI assisted (13) clients and (5) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

12. 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 TBD)
- ✓ Next Board Meeting, June 25th – same time & location unless agency business dictates otherwise.

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

13. \*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

14. \*If there is an Executive Session, the Board will reconvene in an Open Session and may act on any item taken up in the Executive Session. Except as specifically authorized by applicable law, The Board may not take any action in Executive Session.

<sup>1</sup>

*Guidance posted below Executive Session*

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## 15. \*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 deliberations 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.*