

# 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*  
2024-072

## 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) 875-1311

**Tuesday, June 25, 2024**

**6:00 P.M.**

**FILED FOR RECORD**  
AT 3:10 O'CLOCK P M

JUN 20 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 collaborations with community partners leading to self-sufficiency. (Note: Mission to be recited after quorum is established.)*

SHERBY DOWD, County Clerk  
NAVARRO COUNTY, TEXAS  
DEPUTY

**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 <i>President</i>	Private Representative – Navarro County
Lakeshea Brown <i>Vice President</i>	Private Representative – Ellis County
Bernard Porter <i>Treasurer</i>	Client Representative – Navarro County
Christen A. Rudd <i>Secretary</i>	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 May 28, 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. **\*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 the Texas Department of Transportation.
8. **\*Accept/Approve** – Amendment PGA BBF 2301 (26) 050\_22 extends the end date of the grant agreement to August 31, 2024.
9. **\*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 (CSBG) Direct Client Services Program.**
10. **\*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. **Community Services Block Grant (CSBG) Direct Client Services Program**
11. **\*Accept/Approve** – Out-of-State Travel for Staff to attend the NCAP 2024 Annual Convention – Seattle, Washington, August 26-30, 2024.

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

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

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

- ✓ CSBG activities – Kandi Session, 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 – Daniel Edwards & Committee Members
    - ❖ Needs Assessment/CAP – 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
May-24	3,590	17,454	1,035	10	0	26

Total Transit Revenue for May 2024 is \$4,427.00 based on collected fares.

- ✓ MAGNET Home Delivered Meals – Amy Peavy

Monthly Report - MAGNET Program				
May 2024				
	Title XX	Superior	Molina	Total
Number of Meals	1,679	-	57	1,736
Per Meal Rate	6.46	6.12	6.12	
Billed	<u>\$ 10,846.34</u>	<u>\$ -</u>	<u>\$ 348.84</u>	<u>\$ 11,195.18</u>
Total Billed for Reporting Period				<u>\$ 11,195.18</u>

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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

13. 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.

14. 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, July 23, 2024 – same time & location unless agency business dictates otherwise.

15. Board Election for the Office of President (Secret Ballot)

*Note: Current Board Vice-President is to officially count secret ballots to be assisted/documentated by Director Quality Assurance & Reporting to comply with applicable Bylaws (Article VI, Section 2) and Community Services Block Grant (i.e., Contract 61240004131) requirements and applicable T.A.C. rules.*

16. **\*Accept/Approve** – Nominations Committee submission of the proposed new officer (i.e., President) to be elected effective immediately. (See Secret Ballot Form).

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

17. \*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

18. \*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.

19. **\*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

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<sup>1</sup>

Guidance posted below Executive Session

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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.*