

# 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, August 27, 2024  
6:00 P.M.**

**FILED FOR RECORD**

AT 9:17 O'CLOCK a M.

AUG 21 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 partnerships with community partners leading to self-sufficiency. (Note: Mission to be recited after quorum is established)*

SHEBBY POWELL County Clerk  
NAVARRO COUNTY, TEXAS

REMINDERS: Dinner for Board Members is only served at 5:30 P.M.

2024-101

- ✓ 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

Lakeshea Brown <i>President</i>	Private Representative – Ellis County
LaQuintta Denish Simon <i>Vice-President</i>	Client Representative – Kaufman 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
LaShonda M. Anderson	Client Representative – Anderson County
Mary Snyder	Private Representative – Navarro County
	Private Representative - County



*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 July 23, 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. **Receive and review** FY23 Audit Presentation via Zoom Call for the period ending 10/31/2023 to comply specifically with Organizational Standards 8.3/8.6 directly and Organizational Standards 8.1, 8.2, 8.4, & 8.5 indirectly as presented by – Richard J. Sowan, Partner – Dallas or designee t: 214-545-3971 m: 214-738-9265 w: [www.cohnreznick.com](http://www.cohnreznick.com).
8. **\*Accept the FY23 Single Audit Report presented by CohnReznick (cited above).**
9. **Receive** Form 990 for the fiscal year-end (i.e., 10/31/2023) to comply specifically with Organizational Standards 8.3/8.6 directly and Organizational Standards 8.1, 8.2, 8.4, & 8.5 indirectly as prepared and submitted by CohnReznick. **(No vote required for Form 990 per Organizational Standards)**
10. **Receive** OS 4.2 Organizational Leadership – The organization's PY2025 Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the community assessment. **(No vote required for CAP per Organizational Standards)**
11. **Receive** PY2025 Proposed CSBG Budget as presented to the public during the Public Hearing held on August 6, 2024. **(No vote required for PY2025 Proposed CSBG Budget per Organizational Standards)**

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12. **\*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. **Meals On Wheels (MOW)**.
13. **\*Accept/Approve** Organizational Standard 8.9 - Financial Operations and Oversight - The Board of Directors annually approves an organization-wide budget for FY24-FY25 as presented by Fiscal/Administrative staff. **(A vote is required for the Organization-Wide Budget per Organizational Standards)**
14. **\*Accept/Approve – (Contractual)** Contract Amendment #2 associated with Community Services Block Grant – contract number 61240004131 regarding additional funds with a final award of \$1,712,760.00 for FY24.
15. **\*Accept/Approve** Amendment PGA ED 2402 (26) 110\_23 extends the end date of the grant agreement to August 31, 2025.
16. **\*Accept/Approve** – NCTCOG Grant Agreement TRN7503 for \$375,681.13; agreement period May 1, 2024, through July 31, 2028.
17. **\*Accept/Approve** – Amendment PGA RUR 2301(33) to reallocate \$68,000 from Administration to Operating and extend the end date of the grant agreement to December 31, 2024.
18. **\*Accept/Approve** – Amendment PGA BBF 2301 (26) 050\_22 to extend the end date of the grant agreement to November 30, 2024.
19. **\*Accept/Approve** – Fully Executed PGA RUR 2501 (26) for \$495,712 (Preventative Maintenance \$100,500, Operating \$395,212), due to expire August 31, 2025.
20. **\*Accept/Approve** – Amendment PGA RUR 2501 (26) to reallocate \$100,500 from Preventative Maintenance to Administration.
21. **\*Accept/Approve** – Fully Executed PGA RPT 2501 (26) 076\_25 for \$744,635 (Administration \$260,622, Operating \$484,013), due to expire November 30, 2025.
22. **\*Accept/Approve** the revised CSI Bereavement Policy.
23. Receive PY24 CSI CNA Acceptance Letter.

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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

24. **\*Accept/Approve** – the Audit/Finance Committee Recommendation to accept financials as submitted. (Financials – July) – **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
July	3,589	15,993	1,023	10	0	26

Total Transit Revenue for the month of July 2024 is \$4,589.00 based on fares collected.

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✓ MAGNET Home Delivered Meals – Daniel Edwards

Monthly Report - MAGNET Program				
July 2024				
	<u>Title XX</u>	<u>Superior</u>	<u>Molina</u>	<u>Total</u>
Number of Meals	1,609	-	65	1,674
Per Meal Rate	6.46	6.12	6.12	
Billed	<u>\$ 10,394.14</u>	<u>\$ -</u>	<u>\$ 397.80</u>	<u>\$ 10,791.94</u>
Total Billed for Reporting Period				<u>\$ 10,791.94</u>

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

25. 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.

26. 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 - October 2024)
- ✓ Next Board Meeting, September 17<sup>th</sup> – same time & location unless agency business dictates otherwise.

Executive Session<sup>1</sup>

27. \*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

28. \*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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## 29. \*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.*