

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, September 24, 2024

6:00 P.M.

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.)

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

LaQuintta Denish Simon Vice-President	Client Representative – Kaufman County
Christen A. Rudd Secretary	Public Representative – Ellis County
Bernard Porter Treasurer	Client Representative – Navarro 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
Vacant	Private Representative – County (TBD)
Vacant	Private Representative – County (TBD)

2024-116
FILED FOR RECORD
AT 3:15 O'CLOCK P.M.

SEP 19 2024

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS
BY _____ DEPUTY



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 August 27, 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. ***Introduction and seating – Terisa Zuniga** (i.e., Private Candidate Nominee) – Address: 1603 Magnolia Ave, Corsicana Texas, 75110 – Contact Information – Work: 903-874-7131, Cell: 903-229-2186 – Email: Work – Terisa.zuniga@uss.salvationarmy.org (Private Representation) – Navarro County Representative.
8. ***Accept/Approve (Contractual)** – Community Services Block Grant Program State Discretionary Funds for a total award of \$1,428.00 as awarded by the Texas Department of Housing and Community Affairs (TDHCA) for FY2024 contract number 61240004306.
9. ***Accept/Approve OS 9.3 Data and Analysis** – The Board of Directors has received, for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary. (A vote is required 'to modify or not modify' any operational or strategic focus per Organizational Standards. Meeting this standard also meets OS 6.5)
10. ***Accept/Approve** – NCTCOG Grant Agreement TRN7503 for \$375,681.13; agreement period May 1, 2024, through July 31, 2028.
11. ***Accept/Approve** – Fully Executed PGA SEP 2501 (26) for \$359,388 for Operating, due to expire August 31, 2026.

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ETFR



12. 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)

13. **Accept/Approve OS 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)*

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

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

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

CSBG activities – Gina Stanford, Kandi Session, 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
August	3,688	16,968	1,025	10	0	27

Total Transit Revenue for the month of August 2024 is \$5,670.00 based on fares collected.

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- ✓ MAGNET Home Delivered Meals – Daniel Edwards

Monthly Report - MAGNET Program				
August 2024				
	<u>Title XX</u>	<u>Superior</u>	<u>Molina</u>	<u>Total</u>
Number of Meals	1,511	-	67	1,578
Per Meal Rate	6.46	6.12	6.12	
Billed	\$ 9,761.06	\$ -	\$ 410.04	\$ 10,171.10
Total Billed for Reporting Period				\$ 10,171.10

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

15. Sharing Agency Updates, Best Practices, etc. – CSI assisted (10) clients and (4) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

16. 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, October 22nd – same time & location unless agency business dictates otherwise.

Executive Session¹

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.

¹ Guidance posted below Executive Session

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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 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.*