

# 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*



## ANNUAL 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, October 29, 2024  
6:00 P.M.**

**FILED FOR RECORD**

AT 12:00 O'CLOCK P M.

OCT 25 2024

SHERRY DOWD, County Clerk  
NAVARRO COUNTY, TEXAS

BY [Signature] DEPUTY

*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.

*2024 - 130*

- ✓ 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 <i>Vice-President</i>	Client Representative – Kaufman County
Christen A. Rudd <i>Secretary</i>	Public Representative – Ellis County
Bernard Porter <i>Treasurer</i>	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
Terisa Zuniga	Private Representative – Navarro County
Vacant	Private Representative – County (TBD)

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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 September 24, 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 – Reanna Liversage Gerky** (i.e., Private Candidate Nominee) – Address: 5810 NW County Road 2091 Corsicana, TX 75110– Contact Information – Work: 972-518-1821, Direct: 909-894-9136, Cell: 903-486-1028 – Email: Work - [rliversage@impactcommunities.org](mailto:rliversage@impactcommunities.org) Home – [reannahealthy4life@outlook.com](mailto:reannahealthy4life@outlook.com) (Private Representation) – Navarro County Representative.
8. **Receive** letter from Kaufman County Judge Jackie Allen reappointing Pam Corder to serve as official representative to the Community Services, Inc.'s Board of Directors through September 2025.
9. **\*Accept/Approve** – NCTCOG Grant Agreement TRN7503 for \$375,681.13; agreement period May 1, 2024, through July 31, 2028.
10. **\*Accept/Approve** – Fully Executed Amendment #1 to TRN7503 (NCTCOG 5307 funds) in the amount of \$626,478.73 for Program of Projects, due to expire July 31, 2028.
11. **\*Accept/Approve** – Fully Executed PGA BFF 2501 (26) 097\_24 in the amount of \$84,750 for Expand Van, due to expire May 31, 2026.
12. **\*Accept/Approve (Contractual)** - Recommendations of management based on the evaluation process to enter a contract with the approved Transit Scheduling Software vendor and make the selection from the following RFPs received by the agency as part of the competitive procurement

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process: 1. Trip Master, 2. Spare Labs, 3. Dependabus, 4. HBSS Connect Corp., 5. Stratagen Systems, 6. The Routing Company, and 7. Kevadiya.

13. **\*Accept/Approve (Contractual)** - Recommendations of management to sign a five-year lease with approved Leased Facility vendor CHC Development; the only RFP received by the agency as part of the competitive procurement process.

14. **\*Accept/Approve** – Revised Leave Policy.

15. **Receive** Pay Differential Plan Rollout and Implementation Process for Rural Transit Provider (i.e., Community Transit Service serving Ellis/Navarro Counties.

16. **Receive** Cost Optimization Plan: Evaluating FTE Positions for Transition to Part-Time Roles.

17. **\*Accept/Approve** – (Administration/Operations) Payroll Calendar 2025.

18. **\*Accept/Approve** – (Administration/Operations) Holiday Schedule 2025.

19. **\*Accept/Approve** Board Chair to appoint Evaluation Committee (i.e., Three Member Panel) not participants of previous process to govern Annual Evaluation process of the President/CEO due January 7, 2025.

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

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

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

CSBG activities – Gina Stanford, Kandi Session, 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

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✓ 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
Sept-24	3,139	14,379	890	10	0	24

Total Transit Revenue for the month of September 2024 is \$4,288.00 based on fares collected.

✓ MAGNET Home Delivered Meals – Daniel Edwards

Monthly Report - MAGNET Program				
September 2024				
	Title XX	Superior	Molina	Total
Number of Meals	1,480	-	61	1,541
Per Meal Rate	6.46	6.12	6.12	
Billed	<u>\$ 9,560.80</u>	<u>\$ -</u>	<u>\$ 373.32</u>	<u>\$ 9,934.12</u>
Total Billed for Reporting Period				<u>\$ 9,934.12</u>

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

21. Sharing Agency Updates, Best Practices, etc. – CSI assisted (7) clients and (3) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

22. 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, January 7, 2025 – same time & location unless agency business dictates otherwise.

Board Election for all Executive Officers [President, Vice-President, Secretary, Treasurer] (Secret Ballot)

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*Note: Current Board Secretary 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.*

**23. \*Accept/Approve** Nominations Committee submission of the proposed new list of officers (i.e., President, Vice-President, Secretary, Treasurer) to be elected effective immediately. (See Secret Ballot Form).

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

24. \*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

25. \*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.

**26. \*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 Action Items.*

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<sup>1</sup>

Guidance posted below Executive Session