

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, January 7, 2025

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

2025-001

FILED FOR RECORD

Pam Corder <i>President</i>	AT <u>3:05</u> O'CLOCK <u>P</u> M.	Public Representative – Kaufman County
Christen A. Rudd <i>Vice-President</i>	JAN <u>02</u> 2025	Public Representative – Ellis County
Mary Snyder <i>Secretary</i>	BY <u>LO</u> DEPUTY SHERRY DOWD, County Clerk NAVARRO COUNTY, TEXAS	Private Representative – Navarro County
Bernard Porter <i>Treasurer</i>		Client Representative – Navarro County
LaShonda M. Anderson		Client Representative – Anderson County
Jeffery Cardell Enoch, Sr.		Public Representative – Henderson County
Reanna Liversage-Gerky		Private Representative – Navarro County
LaQuintta Denish Simon		Client Representative – Kaufman County
Terisa Zuniga		Private Representative – Navarro County

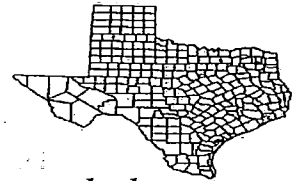
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Housekeeping: *The President/CEO and Board of Directors request that all cell phones and other devices be turned off or set on vibrate. Members of the audience are asked to step outside the boardroom to respond to text messages or to conduct a phone 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 October 29, 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 cost-of-living adjustment (COLA) up to 2.5 percent for all staff based on FY25 agency funding at management's discretion pending Fiscal/Budget approval.**
8. ***Accept/Approve the updated FY25 Passenger Guide - English and Spanish Version.**
9. ***Accept/Approve the updated FY25 Drivers Training Manual.**
10. ***Accept/Approve - the Fully Executed Amendment 5311-2023-CSI-00044 extends the end date of the grant agreement to May 31, 2025.**
11. ***Accept/Approve – The Texas Department of Housing and Community Affairs Contract No. 61250004346 – FY 2025 Community Services Block Grant Program (CSBG).**

Proposed Action:

Approve and authorize the acceptance and execution of Texas Department of Housing and Community Affairs (TDHCA) Contract No. 61250004346 for the FY 2025 Community Services Block Grant (CSBG) Program, CFDA #93.569, including the first allocation for Q1 in the amount of \$436,114.

Background:

The Community Services Block Grant (CSBG) Program is a federal initiative administered by TDHCA to provide funding that supports services to low-income individuals and families. These funds enable agencies to promote self-sufficiency, reduce poverty, and address the needs of vulnerable populations.

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Contract Summary:

- **Contract Number:** 61250004346
- **Funding Year:** FY 2025
- **Program:** Community Services Block Grant (CSBG)
- **CFDA Number:** 93.569
- **Purpose:** To support program operations, activities, and initiatives aligned with the agency's mission to address poverty and enhance self-sufficiency for low-income individuals and families in the service area.
- **First Allocation (Q1):** \$436,114

Justification:

Approval of this contract and allocation ensures the agency can continue its critical work of delivering services and programs to underserved communities. The funding supports compliance with federal and state requirements and operational goals for FY 2025.

12. *Accept/Approve (Contractual) - Recommendations of management based on the evaluation process to enter a contract with the approved IT vendor (i.e., Service Provider) and make the selection from the following RFPs received by the agency as part of the competitive procurement: 1. MSys Inc., 2. Red Sun Technology, 3. Def-Logix, Inc., and 4. IT Goat.

13. *Accept/Approve updated Accounting Policies and Procedures Manual to comply with Organizational Standards and specifically Organizational Standard 8.10.

14. *Accept/Approve the updated Cost Allocation Plan to comply with Organizational Standards, specifically Organizational Standard 8.12.

15. *Accept/Approve Submission and Application for the FY25 Human Services Grant through the City of Denton.

Details:

Community Services, Inc. seeks approval to submit and apply for the FY25 Human Services Grant through the City of Denton. This grant application aims to secure funding to support programs and services specifically benefiting the residents of the City of Denton. The application deadline is January 17, 2025, at 11:59 PM.

16. *Accept/Approve Submission and Application for the FY25 Capacity Building Grant through the North Texas Food Bank due January 17, 2025 at 11:59 PM.

Proposed Action:

Approve the submission and application for the FY25 Capacity Building Grant through the North Texas Food Bank to support and enhance program operations, ensuring continued service delivery to meet the needs of the community effectively.

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Justification:

The FY25 Capacity Building Grant represents a critical funding opportunity to strengthen organizational capacity, expand service reach, and sustain essential programs benefiting the community. Approval of this submission ensures alignment with the agency's mission and commitment to addressing food insecurity and other community needs.

17. *Accept/Approve Submission and Application for the Action for Women's Health Grant through Melinda French Gates' Organization.

Proposed Action:

Approve the submission and application for the Action for Women's Health Grant, a \$250 million global initiative by Melinda French Gates' organization, aimed at funding programs that improve women's mental and physical health.

Justification:

This grant opportunity aligns with the agency's mission to enhance health and well-being in underserved populations. Approval of this submission will enable the organization to expand its services and impact, specifically in addressing critical issues related to women's mental and physical health.

18. *Accept/Approve Submission and Application for SNAP Outreach and Application Assistance Program in ten-county service delivery area.

Proposed Action:

Approve the submission and application for funding to provide SNAP outreach and application assistance services to potentially eligible Texans across the state, in partnership with the Community Council of Greater Dallas.

Justification:

This program focuses on educating low-income individuals and families about SNAP eligibility requirements, application procedures, and available benefits. Through collaboration with the Community

Council of Greater Dallas, outreach efforts will be expanded to increase knowledge, understanding, and participation in SNAP, helping to reduce food insecurity, hunger, and poverty in Texas. Approval of this initiative strengthens the agency's mission to support underserved communities and build impactful partnerships.

Funding Information:

The total amount of funding available for the SNAP Outreach and Application Assistance Grant Program is **\$13,358,345.00** for the entire five-year grant term. This funding consists of:

- **Federal Funding:** \$6,679,172.50
- **State Funding:** \$6,679,172.50

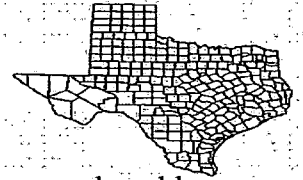
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This funding will enable the agency to scale its efforts and increase its capacity to serve vulnerable populations effectively.

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

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

19. ***Accept/Approve – the Audit/Finance Committee Recommendation to accept financials as submitted. (Financials – October and November) – 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/Gina Stanford**
 - ❖ 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
Nov-24	3,233	15,117	944	10	0	22

Total Transit Revenue for the month of November* 2024 is \$4,240.00 based on fares collected.

**The December numbers will be reported at the next meeting.*

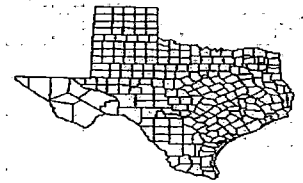
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✓ **MAGNET Home Delivered Meals – Brandy Pittman**

Monthly Report - MAGNET Program				
November* 2024				
	<u>Title XX</u>	<u>Superior</u>	<u>Molina</u>	<u>Total</u>
Number of Meals	1,436	-	67	1,503
Per Meal Rate	6.46	6.12	6.12	
Billed	<u>\$ 9,276.56</u>	<u>\$ -</u>	<u>\$ 410.04</u>	<u>\$ 9,686.60</u>
Total Billed for Reporting Period				<u>\$ 9,683.60</u>

*Due to timing and the date of the January Meeting the December numbers will be reported at the next meeting.

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

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

21. 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 – Board Officer Training (see Power Point)**
- ✓ **Next Board Meeting, February 25, 2025 – same time & location unless agency business dictates otherwise.**

22. ****(Executive Session) – Certify/Approve Recommendations of the Evaluation Committee appointed at the October 29, 2024, Board of Director's meeting to facilitate the annual evaluation process for the Executive Director's Annual Evaluation Focal Point/Review and all discussion points from the full Board of Directors. Note: All recommendations and actions taken will be made in Open Session.***

Executive Session¹

*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.

¹

Guidance posted below Executive Session

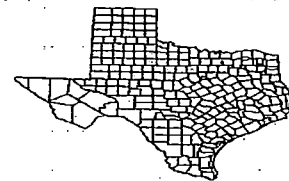
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Open Session

23. *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.

24. *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.*