

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, February 25, 2025

6:00 P.M.

2025-02-25
FILED FOR RECORD
AT 12:15 O'CLOCK
FEB 20 2025

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS
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.

- ✓ 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

Pam Corder <i>President</i>	Public Representative – Kaufman County
Christen A. Rudd <i>Vice-President</i>	Public Representative – Ellis County
Mary Snyder <i>Secretary</i>	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

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.

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Agenda

1. Call to order, the establishment of a quorum.
2. **Accept/Approve (Minutes) – CSI Board of Directors Meeting held on January 7, 2025.*
3. Introductions – Document Absent Member(s) (Excused and Unexcused) – Tracked Monthly for Contractual Compliance.
4. Community Input – (Limit 3 minutes) – *Note: Comments are allowed for items on the current agenda.*
5. Vendor/Funder Updates:
 - ✓ Texas Department of Housing and Community Affairs (TDHCA) – Michael De Young, Director, Community Affairs Division
 - ✓ North Central Texas Council of Governments (NCTCOG) Programmatic Contract Staff - Maya Govindarajan Transportation Planner I and Bobby Gomez, AICP, Senior Transportation Planner
6. **Accept/Approve agenda as submitted.*
7. **Accept/Approve the updated FY25 Drivers Training Manual.*
8. **Accept/Approve (Contractual) – Contract with Trip Master for the Dispatch Scheduling Software.*
9. **Accept/Approve agency staff to review, revise, and amend the following agency documents cited below to ensure compliance with Executive Order 14035 issued by the White House, which focuses on advancing Diversity, Equity, Inclusion, and Accessibility (DEIA) in the workplace: In alignment with President Trump's Executive Order 14050, titled "Ending Radical and Wasteful Government DEI Programs and Preferencing," issued on January 20, 2025, the following action is proposed:*

Action Item for Board

Subject: Review and Amendment of Agency Documents to Ensure Compliance with Executive Order 14050 on Diversity, Equity, and Inclusion (DEI) Policies

Action Requested: The Board of Directors is requested to authorize agency staff to review and amend the following agency documents immediately to ensure compliance with Executive Order 14050, which directs the elimination of DEI programs and initiatives:

1. Agency Needs Assessment
2. Agency Strategic Plan
3. Agency Employee Handbook
4. Agency Website

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Background:

On January 20, 2025, President Donald J. Trump issued Executive Order 14050, titled "Ending Radical and Wasteful Government DEI Programs and Preferencing." This order mandates federal agencies to terminate DEI programs and initiatives, emphasizing a return to merit-based practices. It also rescinds previous executive orders that promoted DEI efforts, including Executive Order 14035 of June 25, 2021.

[whitehouse.gov](https://www.whitehouse.gov)

Recommendation:

Agency staff will conduct a comprehensive review of the specified documents to identify and remove DEI-related content, ensuring alignment with the directives of Executive Order 14050. Significant revisions will be presented to the Board for final approval prior to implementation.

Board Action Required:

Approval for agency staff to proceed with the review and amendment process to ensure compliance with Executive Order 14050.

10. *Accept/Approve Enhancing Communication and Engagement with County Judges.

Subject: Discuss and consider formalizing the process of providing County Judges' Offices in the **10 counties we serve** with board meeting agendas and quarterly Impact Statements.

Objective:

To strengthen relationships with local leadership and increase awareness of CSI's programs and services by:

1. **Distributing Board Meeting Agendas** – Ensuring County Judges are informed of CSI initiatives.
2. **Providing Quarterly Impact Reports** – Demonstrating the agency's impact and services in each county.
3. **Aligning with Annual Meet & Greet Initiative** – Enhancing ongoing engagement efforts with County Judges as members change and stakeholders.

Action Requested:

Approve the implementation of this communication strategy to promote transparency, collaboration, and support for CSI's mission within the communities we serve.

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

✓ Audit/Finance Committee – Amy Peavy and Lori Clemons – Financial Reports

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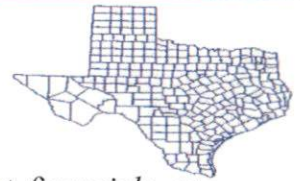
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11. **Accept/Approve – the Audit/Finance Committee Recommendation to accept financials as submitted. (Financials – October, November, December, & January) – Bernard Porter – Treasurer, LaQuintta Denish Simon – Committee Member, Christen Rudd – Committee Member, and Terisa Zuniga – Committee Member.*

CSBG activities – **Gina Stanford**

- 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 – **Gina Stanford**
 - ❖ Strategic Planning – **Daniel Edwards & Committee Members**
 - ❖ Needs Assessment/CAP – **Gina Stanford**

✓ 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
Jan	3,211	16,559	1,029	10	0	24

Total Transit Revenue for the month of January 2025 \$4,086.00 based on fares collected.

✓ MAGNET Home Delivered Meals – **Amy Peavy**

Monthly Report - MAGNET Program				
January 2025				
	Title XX	Superior	Molina	Total
Number of Meals	1,380	-	72	1,452
Per Meal Rate	6.46	6.12	6.12	
Billed	\$ 8,914.80	\$ -	\$ 440.64	\$ 9,355.44
Total Billed for Reporting Period				\$ 9,355.44

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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**

12. Sharing Agency Updates, Best Practices, etc. – CSI assisted (6) clients and (3) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

13. 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 (Resume March Meeting)**
- ✓ **Next Board Meeting, March 18, 2025 – same time & location unless agency business dictates otherwise.**

14. ****(Executive Session) – Certify/Approve Review and certify the full Board's recommendation to revisit the January 7, 2025, decision approving a 7.5% merit increase for the Executive Director based on the annual evaluation. All recommendations and actions will be finalized 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.

Open Session

15. *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.

16. ****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.

¹

Guidance posted below Executive Session

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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.*