



Community Services, Inc.

A Community Action Agency

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) 872-2401

Tuesday, September 23, 2025

6:00 P.M.

Mission Statement: Community Services, Inc. provides comprehensive support services that empower individuals, families, and communities to achieve economic stability and long-term self-sufficiency.

- ✓ All attendees must sign attendance records at the entrance.
- ✓ Board members unable to attend the meeting are encouraged to contact the Board Chair, Interim Executive Director, 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

<i>Pam Corder</i>	<i>President</i>	<i>Public Representative – Kaufman County</i>
<i>Christen A. Rudd</i>	<i>Vice-President</i>	<i>Public Representative – Ellis County</i>
<i>Terisa Zuniga</i>	<i>Secretary</i>	<i>Private Representative - Navarro County</i>
<i>Vacant</i>	<i>Treasurer</i>	<i>County</i>
<i>LaQuintta Denish Simon</i>		<i>Client Representative – Kaufman County</i>
<i>Vacant</i>		<i>Public Representative –County</i>
<i>Vacant</i>		<i>Private Representative –County</i>
<i>Vacant</i>		<i>Client Representative – Henderson County</i>
<i>Vacant</i>		<i>Private Representative – Navarro County</i>

2025-120
FILED FOR RECORD
AT *2:44* O'CLOCK *P* M.
SEP 17 2025

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS
BY *Rachael Young* DEPUTY

302 Hospital Drive, Corsicana, Texas 75110
(800) 831-9929
www.csicorsicana.org



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Agenda

1. Call to order, establish a quorum, recite the Mission Statement in unison.
2. ***Accept/Approve (Minutes)** – *CSI Board of Directors Meeting held on August 26, 2025.*
3. ***Sign Minutes** – *previously approved but unsigned.*
4. Introductions – Document Absent Member(s) (Excused and Unexcused)
5. Community Input – (Limit 3 minutes) – **Note: Comments are allowed for items on the current agenda.**
6. Vendor/Funder Updates: TBD
7. ***Accept/Approve agenda as submitted.**
8. Receive and review FY24 Audit Presentation via Zoom Call for the period ending 10/31/2024 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 – Michael Good, Partner or designee t: 310-622-4346 w: www.cohnreznick.com.
9. ***Accept the FY24 Single Audit Report presented by CohnReznick (cited above).**
10. Receive Form 990 for the fiscal year-end (i.e., 10/31/2024) 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)**
11. ***Accept/Approve (Reappointment):** Kaufman County Public Representative Pam Corder, PO Box 43, Rosser, Texas 75157 - Home Telephone: 469-719-9001 & Office Telephone: 469-376-4140 – Email: pam.corder@kaufmancounty.net effective November 1, 2025 by County Judge Jakie Allen. (See attached Appointment Letter)¹
12. ***Review/Approve Organizational Standard 4.1** – *The governing Board has reviewed and approves the Mission Statement and any applicable changes. The Mission Statement is considered broad enough to address all agency services and addresses poverty.*

Previous – 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.*

¹ Note: Pam Corder is a returning board member being reappointed to a second term and has previously completed the required training (i.e., Open Meetings/Public Information).



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Revised - Mission Statement: *Community Services, Inc. provides comprehensive support services that empower individuals, families, and communities to achieve economic stability and long-term self-sufficiency.*

New Revised - Mission Statement: *Community Services, Inc. provides comprehensive support services that empower individuals, families, and communities to achieve economic stability and long-term self-sufficiency through mutual collaborations with community partners.*

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)

14. *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)

15. *Accept/Approve Board Election / Appointment / Volunteer to serve as Treasurer on the Board of Directors.

16. *Accept/Approve Revision for Quote 4297 v3 - Addon TripMaster Capital Cost Proposal 2025.

17. Consent Agenda - Review and receive all the following amendments.

- *Review Amendment 2_TRN6478 NCTCOG to extend the Agreement period and include updated Federal Transit Administration (FTA) Flowdown Provisions and Required 2 CFR 200 Clauses.
- *Review Amendment 1_SEP 2501 (26) to remove \$120,000 award from the project grant agreement.
- *Review Amendment 2_SEP 2501 (26) to correct the language in the previous amendment to reduce by \$150,000.
- *Review Amendment 2_RUR 2501 (26) amendment revises the maximum amount payable to include the residual funds of \$ 495,712 from the Fiscal Year 2024 project grant agreement for State funds, and it extends the PGA to August 31, 2026.
- Review Approval of Amendment Number 34 for Contract Number 000154900. MOW
- Review of Approval of Reenrollment Contract Number 000154900. MOW

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

- ✓ Audit/Finance Committee – Amy Peavy, Lori Clemons, and Matthew Taylor – Financial Reports

18. *Accept/Approve – the Audit/Finance Committee Recommendation to accept financials as submitted. (Financials – July & August) – LaQuintta Denish Simon – Committee Member, Christen Rudd – Committee Member, & Terisa Zuniga – Committee Member.

CSBG activities – Gina Stanford



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- 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
 - ❖ Strategic Planning – 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
August	3,814	18,197	1,026	10	0	26

Total Transit Revenue for the month of August 2025 is \$5,967.00 based on fares collected.

- ✓ MAGNET Home Delivered Meals – Gina Stanford

Monthly Report - MAGNET Program			
August 2025			
Title XX	Superior	Molina	Total
Number of Meals	1,451	67	1,518
Per Meal Rate	6.46	6.12	
Billed	\$ 9,373.46	\$ 410.04	\$ 9,783.50
Total Billed for Reporting Period			\$ 9,783.50

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

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

20. Other Business/Announcements.

- ✓ Key Board Responsibilities – Board Officer Training by PowerPoint to be scheduled later.
- ✓ Next Board Meeting, October 21, 2025 – same time & location unless agency business dictates otherwise.



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Executive Session²

21. *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

22. *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.

23. *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.*

This agenda was posted in accordance with the Texas Open Meetings Act on September 18, 2025, at the Navarro County Clerk's Office and on the Secretary of State website.

Pam Corder, Board President
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Guidance posted below Executive Session