

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. BOARD OF DIRECTORS
The Wolens Building - 811 South Main Street - Corsicana, Texas 75110
6:00 P.M. Tuesday, February 23, 2016

Mission Statement

Community Services, Inc. is dedicated to helping clients achieve success and rewards through confidential case management, direct coordination of resources, support services, and peer celebration activities.

Motto

Helping People – Changing Lives
One person at a time

REMINDERS: Dinner for Board Members and staff only served at 5:30 P.M.

- All attendees must sign Attendance records at entrance.
- Board members unable to attend the meeting are encouraged to contact the Board Chair, Executive Director, and/or designee as soon as feasible.
- Board members must submit mileage stipend reports to ensure timely reimbursement – please make sure all calculations are correct and please sign your report.

Tentative Agenda

1. Call to order, establishment of quorum.
2. Introductions
3. Community Input – (Limit 3-minutes)
4. ***Approval of Agenda as submitted**
5. ***Accept/Approve Minutes: CSI Board of Directors Meetings held January 26, 2016.**
6. *** Appoint/Approve Governance Committee: This committee is responsible for the health and functioning of the board. It recruits new members, conducts orientation, produces board materials, and evaluates the performance of the board itself.**
7. ***Accept/Approve the cash offer contract of \$10,000.00 received on the property located 207 South 1st Street, Dawson, Texas 75151 with property description Land Lot "D" Block 21 Lot 5/6 Property ID 36333/36334 in the City of Dawson and the County of Navarro as submitted from Diane Lachney and approving Executive Director Daniel Edwards, Sr. signatory authority to execute all documents**

2016-35
FILED FOR RECORD
AT 4:40 O'CLOCK P M.

FEB 16 2016

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS
BY [Signature] DEPUTY

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related to this transaction and future transactions related to the properties listed by description below.

- ✓ 801 Main St S C0000 Corsicana Blk 1 Lot All 1.435 acres Property ID 35260
- ✓ 00 Block 80 C0000 Corsicana Blk 80 Lot 1 & 2 Property ID 35360/35368

8. ***Approve Procurement Policy and Procedures Process Manual and related agency process documentation including Procurement Action Plan.**

9. ***Approve First pass of Board Orientation materials pending any future revisions/additions recommended by newly appointed Governance Committee.**

10. ***Approve Fiduciary Board Resolution: Maintain Executive Director, Daniel Edwards existing signatory authority/access and add officers (i.e., President, Larry West, and Treasurer, Monetha Fletcher) to bank signatory cards to assure internal control and continuity of managing agency funds toward complete legal fulfillment of the law and remove previous officers (i.e., President, Darrell Nelson, Vice President, Kathleen Bulfer, and Treasurer, Michael Jackson) specific to Community National Bank and Trust and related accounts 11-171-6 (Master Operating); 10-493-0 (Payroll) as outlined in Resolution.**

11. ***Approve Signature Authority – Delegation of Signature Approval Authority Public Transportation through Texas Department of Transportation to maintain Executive Director, Daniel Edwards existing signatory authority and add officers (i.e., President, Larry West, and Treasurer, Monetha Fletcher) to signatory cards to assure internal control and continuity of managing agency funds toward complete legal fulfillment of the law and remove previous officers (i.e., President, Darrell Nelson, Vice President, Kathleen Bulfer, and Treasurer, Michael Jackson) specific to FY2016. Also remove former Director of Finance & Operations Missie Schwab and add Laurie Rush Manager of Finance & Operations as cited in the Signatory Authority Form.**

12. ***Approve CSBG contract specific to contract No. 61160002378 for first quarter of FY2016 Allocation in the amount of \$334,322.**

Number	61160002378	Amendment Number	0
Begin Date	01/01/2016	Status	Active
End Date	12/31/2016	Amount	\$334,322.00
Effective Date	01/01/2016	Type	Original
Purpose	To provide CSBG funds to CSBG eligible entities, who will utilize funds for the reduction of poverty, the revitalization of communities, and the empowerment of low-income families and individuals to become fully self-sufficient.		

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Staff Reports (Programmatic Reports Distributed On-site Quarterly)

Finance/Audit Committee – Daniel Edwards – Financial Reports

**Finance/Audit Committee Recommendation – Monetha Fletcher, Treasurer and Pamela Green – Committee Member*

MAGNET Home Delivered Meals – Doris Anderson

LIHEAP, DOE, TACAA Oncor, Energy Vendor reports – Marilyn Cotten

CSBG activities – Denise Freeman, Kalena Crossley, Dee Hatchell, & Kandrea Session

CEAP activities – Monique Thomas/Beverly Goodwin

Community Transit Services – Katie Regan/Arlette Cobb

Development Activities – Marianne Mitchell

Director's Update – Daniel Edwards

13. Sharing of Agency Updates, Best Practices, etc. – CSI assisted 30 clients and 9 households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

14. Other Business/Announcements.

✓ **Next Board Meeting: Tuesday, March 15, 2016, same time & location.**

Executive Session

15. The board may go into Executive Session Pursuant to Tex. Gov't Code §551.075 for the purposes of discussing personnel matters including to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

Open Session

16. *If there is an Executive Session, the Board will reconvene in Open Session and may take action on any item taken up in Executive Session. Except as specifically authorized by applicable law, the Board may not take any action in Executive Session.

17. Adjourn.

* Indicates motion required.