

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. Thursday, March 29, 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 – Document Absent Member (Excused and/or Unexcused)
3. Community Input – (Limit 3-minutes)
4. ***Approval of Agenda as submitted**
5. ***Accept/Approve Minutes: CSI Board of Directors Meetings held March 3, 2016.**
6. ***Approve revised Drug and Alcohol Policy for Community Transit Services.**
7. ***Approve revised CSI Accounting Manual.**

Jolee -60
FILED FOR RECORD
AT 3:40 O'CLOCK P M.
MAR 22 2016
SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS
BY [Signature] DEPUTY

The CSI Accounting Manual Section

4.10 (policies) has been modified (WORDS IN CAPS) to include the following policy and process:

the Accounts Payable Clerk will review invoices for proper coding, UNAUTHORIZED SALES TAXES and authorization on each invoice...

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8. ***Approve Signature Authority – Delegation of Signature Authority to maintain/add Executive Director, Daniel Edwards signatory authority and add new officers (i.e., President, Larry West, and Treasurer, Monetha Fletcher) to signatory cards to assure internal control and continuity of managing agency funds and agency banking relations specifically with Chase Bank regarding Account Number 1000000054677 and associated Box Number 543 Box Size: 04 X 11 toward complete legal fulfillment of the law and remove previous officers (i.e., President, Darrell Nelson, Vice President, Kathleen Bulfer, and Treasurer, Michael Jackson). Also remove former Director of Finance & Operations Missie Schwab.**

9. ***Approve CSBG contract specific to contract No. 61160002378 for second quarter of FY2016 Allocation in the amount of \$379,051.**

CONTRACT DETAILS			
Number	61160002378	Amendment Number	1
Begin Date	01/01/2016	Status	Active
End Date	12/31/2016	Amount	*\$713,373.00
Effective Date	02/01/2016	Type	Amendment
Purpose	To add second quarter FY 2016 funds in the amount of \$379,051.00. 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.		

**Note: First quarter allocation was \$334,322.*

10. Other Business/Announcements.

✓ **Next Board Meeting: Tuesday, April 18, 2016, same time & location.**

11. Sharing of Agency Updates, Best Practices, etc. – CSI assisted 0 clients and 0 households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

Executive Session

12. 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

13. ***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.**

14. Adjourn.

*** Indicates motion required.**