

# Community Services, Inc. 2016-199

Toll Free / 800-831-9929 Office / 903-872-2401 Fax / 903-872-0254



P.O. Box 612 • Corsicana, Texas 75110-0612

*Created to Serve*

FILED FOR RECORD  
AT 10:40 O'CLOCK

SEP 30 2016

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

## MEETING NOTICE – COMMUNITY SERVICES, INC. BOARD OF DIRECTORS

The Wolens Building - 811 South Main Street - Corsicana, Texas 75110

6:00 P.M. Tuesday, October 4, 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 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) – Note: Comments are not allowed for items on the current agenda.
4. **\*Approval of Agenda as submitted.**
5. **\*Accept/Approve Minutes: CSI Board of Director's Meeting held August 30, 2016 and September 6, 2016.**
6. **\*Approve process and extend authority for the Executive Director to add additional bank account with Community National Bank & Trust of Texas to centralize banking activities.**
7. **\*Approve first pass of Community Action Plan ("CAP") identifying the plan to implement programs that meet the community needs for FY17 pending Texas Department of Housing and Community Affairs (TDHCA) hereinafter (Department) approval.**

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8. **\*Approve first pass of Community Services Block Grant proposed budget for FY17 pending Department approval.**
9. **\*Approve first pass of Organizational Standards Self-Assessment documenting agency current status specific to compliance with required standards.**
10. **\*Approve process to move forward with changing agency fiscal year from 11/1 – 10/31 to 1/1 – 12/31 by completing Form 1128 which is the Application To Adopt, Change, or Retain a Tax Year.**

#### Staff Reports (Programmatic Reports Distributed On-site Quarterly)

Finance/Audit Committee – Daniel Edwards – Financial Reports

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

MAGNET Home Delivered Meals – Doris Anderson

CSBG activities – Dee Hatchell/Denise Freeman

CEAP activities – Beverly Goodwin

Community Transit Services – Katie Regan/Arlette Cobb

Director's Update – Daniel Edwards

11. **(Executive Session) \*Consider Evaluation Committee recommendations regarding Executive Director's Annual Evaluation and all discussion points from the full Board of Directors.**
  12. **Reconvene General Session.**
  13. **\*Approve recommendations of the Evaluation Committee/Board Chair in concert with full Board participation determined and certified in Executive Session.**
  14. **Other Business/Announcements.**
    - ✓ **Next Board Meeting: Tuesday, October 18, 2016, same time & location.**
  15. **Sharing of Agency Updates, Best Practices, etc. – CSI assisted 40 clients and 15 households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.**
  16. **Adjourn.**
- \* Indicates motion required.**