

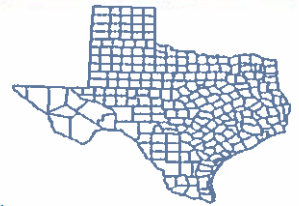
Community Services, Inc.

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, December 20, 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. *2016-256*

Motto

Helping People – Changing Lives
One person at a time

FILED FOR RECORD

AT 7:25 O'CLOCK P.M.

DEC 19 2016

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

SHERRY DOWD, County Clerk
HARRIS COUNTY, TEXAS

BY [Signature] DEPUTY

- 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

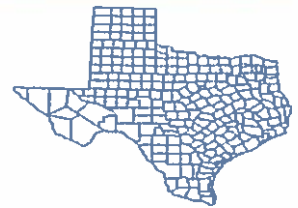
1. Call to order, establishment of quorum.
2. Introductions – Document Absent Member (Excused and/or Unexcused)
3. Community Input – (Limit 3-minutes) – Note: Comments are not allowed for items on the current agenda.
4. ****Accept/Approve Director's replacements for Larry West, Board President and Clara Jo McMillan, Secretary. Respectively, appointment by Judge Richard Sanders representing Henderson County Jeffrey Cordele Enoch and appointment by Mayor Jeffrey Saunders representing Navarro County David Rice.***
5. Nominations
6. Officers Elections (Secret Ballot)
7. ****Approve Nominations Committee submission of proposed new slate of officers (i.e., President, Vice President if vacated by current member, Treasurer and Secretary) to be elected effective immediately.***

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8. ***Approval of Agenda as submitted.**
9. ***Accept/Approve Minutes: CSI Board of Director's Meeting held November 29, 2016.**
10. ***Accept/Approve appointment of Strategic Planning Committee and additional appointments to the Audit and Finance Committee.**
11. ***Approve updated/revised Employee Handbook specifically Section 2 Annual Leave.**
12. ***Approve Topic of Policy – Succession Planning for CEO/Executive Director document as submitted to comply with Organizational Standards as required by Texas Department of Housing and Community Affairs and applicable contractual requirements.**
13. ***Accept/Approve management recommendations to select service provider in response to RFP released 11/18/2016 to provide client tracking software to the agency specifically for CEAP/CSBG programs to comply with reporting requirements of funders (i.e., Texas Department of Housing and Community Affairs).**

Staff Reports (Programmatic Reports Distributed On-site Quarterly)

Finance/Audit Committee – Harry Hickey – Financial Reports

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

14. Sharing of Agency Updates, Best Practices, etc. – CSI assisted **27** clients and **13** households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.
15. Other Business/Announcements.
✓ **Next Board Meeting: Tuesday, January 17, 2017, same time & location.**

Executive Session

16. 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

17. ***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.**

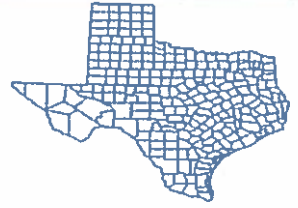
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17. Adjourn.

* Indicates motion required.