

# 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 28, 2017

### 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 Vendor Report – Trent Foster, Partner, Higher Education and Nonprofit Services Assurance Services – 12221 Merit Drive, Suite 1400, Dallas, TX 75251 – P: 972.490.1970 F: 972.702.8321 – FY2015 Audit Report**
6. **\*Accept/Approve – Director's removal of Pamela Green, Member due to lack of participation and attendance. Note: Per Bylaws – Board required to discuss in Executive Session**

Nominations

7. Officer Election (Secret Ballot)

2017-32  
FILED FOR RECORD  
AT 2:55 O'CLOCK P. M.

FEB 23 2017

SHERRY DOWD, County Clerk  
NAVARRO COUNTY, TEXAS  
BY OT DEPUTY

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8. **\*Approve Nominations Committee submission of proposed new slate of officers (i.e., Secretary) to be elected effective immediately.**
  
9. **\*Approve Finance/Audit Committee recommendation to select Audit Firm to perform agency Single Audit for FY2016 – BKM Sowan Horan Accountants & Consultants.**
  
10. **\*Consent Agenda – Items on the Consent Agenda may be removed at the request of any Board member and considered at another appropriate time on this agenda. Placement on the Consent Agenda does not limit the possibility of any presentation, discussion or approval at this meeting.**
  - A. Minutes: CSI Board of Director's Meeting held January 31, 2017.
  - B. Fiduciary Board Resolution: Maintain Executive Director, Daniel Edwards existing signatory authority/access and add officers (i.e., President, Dairy Johnson, and Treasurer, Cedric Fields) 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, Treasurer, Michael Jackson, and former employee Ramona Schwab specific to Community National Bank and Trust and related accounts 11-171-6 (Master Operating); 10-493-0 (Payroll) as outlined in Resolution.
  - C. 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, Dairy Johnson, Vice President, Lakeshea Brown, and Treasurer, Cedric Fields) 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, Larry West and Treasurer, Monetha Fletcher) specific to FY2017. Also remove former Manager of Finance & Operations Laurie Rush and add Harry Hickey, Controller as cited in the Signatory Authority Form.
  - D. Democratic selection procedures for obtaining low-income representatives for the board of directors.
  - E. Revised Cost Allocation Plan to be reflective of CSI's current funding stream.
  - F. Corrective Action Plan for FY15 Single Audit.
  - G. Organizational Standards – support documentation for "Not Met" Standards.
  - H. Conflict of Interest forms executed by current board.
  - I. Mission/Vision Statements.

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

Finance/Audit Committee – Harry Hickey – Financial Reports

**\*Accept/Approve Finance/Audit Committee Recommendation – Cedric Fields – Treasurer, and Pamela Green – Committee Member**

CEAP activities – Beverly Goodwin

CSBG activities – Dee Hatchell/Denise Freeman

Community Transit Services – Katie Regan/Arlette Cobb

MAGNET Home Delivered Meals – Doris Anderson

Director's Update – Daniel Edwards

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11. Sharing of Agency Updates, Best Practices, etc. – CSI assisted 6 clients and 2 households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

12. Other Business/Announcements.

✓ **Next Board Meeting: Tuesday, March 21, 2017, same time & location.**

## **Executive Session**

13. 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**

14. \*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.

15. Adjourn.

\* Indicates motion required.