

# 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, June 27, 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.

2017-10 (

FILED FOR RECORD  
AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M.

JUN 22 2017

### Tentative Agenda

1. Call to order, establishment of quorum.
2. Introductions – Document Absent Member(s) (Excused and/or Unexcused)
3. **\*Approve** Nominations Committee submission of proposed/potential new board members based on Democratic Process to elect proper representation for Ellis/Hunt Counties vacant seats (i.e., Secretary) to officially count sealed ballots from each county in open session to comply with applicable Bylaws and Community Services Block Grant (i.e., Contract 61170002628) requirements and applicable TAC rules.
4. **\*Introduction and seating** – Andrea Griggs (i.e., Sole Candidate) – 2509 Ridgecrest Road, Greenville, Texas 75402 – Contact Information – 903-461-6492 (Client Representation) – Hunt County Representative.
5. **\*Introduction and seating** – Monetha Fletcher (Public Representation) – Rockwall County – Appointed designee by Mayor Janet Nichol.
6. Community Input – (Limit 3-minutes) – Note: Comments are not allowed for items on the current agenda.
7. **\*Approval of Agenda as submitted.**
8. **\*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.

SHERRY DOWD, County Clerk  
NAVARRO COUNTY, TEXAS  
BY \_\_\_\_\_ DEPUTY

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- A. Minutes: CSI Board of Director's Meeting held May 25, 2017;
- B. Community Transit Services Rural Public Transportation Title VI Policy update;
- C. Community Services, Inc. – Employee Handbook Update to comply with Internal Ethics and Compliance Program (ICP) as required by Texas Department of Transportation (TXDOT) to ensure eligibility to receive future funding – **(Cite & Certify Sections Impacted)**;
- D. General Partner, Adams Boyd Consulting, LLC - Results Oriented Management and Accountability (ROMA) Training – Required (Organizational Standards – Texas Department of Housing and Community Affairs);
- E. Texas Department of Agriculture – Texans Feeding Texans Home Delivered Meals Program screening and application process update;
- F. Customer Satisfaction Survey findings as presented specific to CSBG/Transit Program - OS 1.3;
- G. Revised/updated Mission, Vision and Values Statements; and

### **Mission**

*The mission of Community Services, Inc. is to provide support services that empower and enrich low-income individuals, families, and communities.*

### **Vision**

*The individuals we serve will have the ability to provide for themselves and their families with self-confidence, increased knowledge, and skills.*

*Our partners value our understanding of poverty as we work together to assure our clients achieve their goals, utilizing our combined resources.*

*Our communities will grow more prosperous as those we serve become self-sufficient.*

### **Values**

**Support** - *We believe the support we provide genuinely benefits and assists in the growth of individuals and the community.*

**Empowerment** – *We believe in empowering clients to trust their strengths and capabilities as the foundation to becoming self-sufficient.*

**Customer Service** - *We believe in providing the best customer service possible to all our stakeholders.*

**Integrity** - *We believe in operating with integrity, in a transparent and open manner.*

**Ethical** - *We believe in ethical behavior, fairness and fiscal responsibility.*

**Work Environment** - *We believe a positive work environment and teamwork will result in outstanding achievements; and*

H. Approve the out of State travel and associated expenses for Dairy Johnson, Board Chair, Denise Freeman, Dee Hatchell, Kandi Sessions, & Beverly Goodwin specific to the **CAPLAW National Training Conference** - June 7-9, 2017, [Denver Marriott City Center Hotel](#), Denver, CO and the upcoming Fiscal training and associated travel for Harry Hickey, Fiscal Officer & Lori Clemons, Financial Analyst to be held in Las Vegas specific to the 18<sup>th</sup> Annual Wipfli National Training Conference the 9-14<sup>th</sup> of July 2017 at [Caesars Palace 3570 Las Vegas Blvd, S. Las Vegas, NV 89109](#).

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

Finance/Audit Committee – Harry Hickey – Financial Reports/Audit Update

A Texas Non Profit Organization

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

CSBG activities – Dee Hatchell/Denise Freeman/Beverly Goodwin

✓ Program Specific Updates;

- CAP Strategies/Implementation Activities
- ROMA Cycle – Planned Training/Implementation Activities
- Strategic Planning - Staff/Committee Activities
- Needs Assessment Update Activities – Due 2018

Community Transit Services – Katie Regan/Arlette Cobb

MAGNET Home Delivered Meals – Doris Anderson

Director's Update – Daniel Edwards

9. Sharing of Agency Updates, Best Practices, etc. – CSI assisted **4** clients and **1** household identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

10. Other Business/Announcements.

✓ **Next Board Meeting (Designated Date – Mandatory ROMA Training: Thursday, July 20, 2017, same time & location.**

## Executive Session

11. 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

12. \*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.

13. Adjourn.

**\* Indicates motion required.**