

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, September 26, 2017

Mission Statement

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

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.

Agenda

1. Call to order, establishment of quorum.
2. Introductions – Document Absent Member(s) (Excused and/or Unexcused) – QA/QC manager Tracks Monthly
3. Community Input – (Limit 3-minutes) – Note: Comments are not allowed for items on the current agenda.
4. **Approval of Agenda as submitted.*
5. **Consent Agenda:*
 - a. **Accept/Approve Minutes: CSI Board of Director's Meetings held June 27, 2017 & July 20, 2017.*
 - b. **Approve amendments to Community Services, Inc.'s Bylaws as cited below to the applicable sections: Full revised document sent in the next board meeting board packet.*

2017-163
FILED FOR RECORD
AT 7:03 O'CLOCK PM M.
SEP 18 2017

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

Replace Article III, Section 1, paragraph A with the following language:

"Public Officials: Three (3) Directors, equaling one-third (1/3) of the Board, shall be elected public officials, holding office on the date of the selection, or their representatives."

Current language:

A. Public Officials — Three (3) Directors, equaling one-third (1/3) of the Board, shall be public officials including the chief elected county official or his/her designated representative from within the CSI service area.

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Replace Article III, Section 3, paragraph A with the following language:

"Public Officials class: The board of directors shall select elected public officials to serve as Public Official representatives. In the event that there are not enough elected public officials reasonably available and willing to serve on the board, the entity may select appointive public officials to serve on the board. The public officials selected to serve on the board may each choose one permanent representative. The representative need not be a public official but shall have full authority to act for the public official at meetings of the board. Appointive public officials or their representatives may be counted in meeting the 1/3 requirement."

Current language:

A. Public Officials class: The County Judge of each county designated for a Public Official representative pursuant to Section II shall serve as the representative to the Board. The County Judge may appoint an alternate to serve in his/her absence. The alternate must be a resident of the county being represented.

Replace Article III, Section 9, paragraph A with the following language:

Any Director of the Board may be removed for absences without just cause, as noted in Section VII, or for willful misconduct, such as repeated disruption of Board or Committee meetings, making false statements on documents, or any action which is illegal, in violation of Agency Articles of Incorporation, By-Laws, conflict of interest policy or program rules, or could be considered detrimental to the interests or purposes of the Agency,

Removal for absences without just cause or misconduct of Clients Served class Directors may be accomplished by a 2/3 vote, by secret ballot, of the seated Directors (other than the Director in question) taken in closed session at a regular or special Board meeting, provided that the individual to be removed has been given written notice of the intent to remove, together with the reasons for removal, at least ten (10) days before the meeting, and provided further that the individual to be removed is permitted the opportunity to speak at the meeting, representing him/herself to the Board of Directors, prior to any vote. Removal votes shall be taken by secret ballot, and counted in open session by the President of the Board and the Executive Director of the Agency.

Public Officials or their designated alternates or Civic/Private Sector class representatives may be removed from the Board by the Board in the same manner, with written documentation provided to the governmental body, entity or organization appointing the representative and the Board of Directors shall in all instances make the final vote on the removal and election of directors after the appropriate selection process has been completed.

Current language:

Any Director of the Board may be removed for absences without just cause, as noted in Section VII, or for willful misconduct, such as repeated disruption of Board or Committee meetings, making false

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statements on documents, or any action which is illegal, in violation of Agency Articles of Incorporation, By-Laws, conflict of interest policy or program rules, or could be considered detrimental to the interests or purposes of the Agency,

Removal for absences without just cause or misconduct of Clients Served class Directors may be accomplished by a 2/3 vote, by secret ballot, of the seated Directors (other than the Director in question) taken in closed session at a regular or special Board meeting, provided that the individual to be removed has been given written notice of the intent to remove, together with the reasons for removal, at least ten (10) days before the meeting, and provided further that the individual to be removed is permitted the opportunity to speak at the meeting, representing him/herself to the Board of Directors, prior to any vote. Removal votes shall be taken by secret ballot, and counted in open session by the President of the Board and the Executive Director of the Agency.

Public Officials or their designated alternates or Civic/Private Sector class representatives may be removed from the Board by the Board in the same manner, with written documentation provided to the governmental body, entity or organization appointing the representative, if the Board is so empowered by the governmental body, organization or entity that appointed them. However, if not empowered, the Board may petition the organization or entity for removal for absenteeism without just cause or willful misconduct.

*c. *Ratify any and all board actions taken by Directors Monetha Fletcher and Ruth Woods as board members appointed by the Mayor of the Counties they represent and also any and all board actions taken by past/present Directors appointed by local Mayors.*

*d. *Approve amendments to Community Services, Inc.'s Accounting Manual as cited below to the applicable sections to comply with Texas Department of Community Affairs (TDHCA): Full revised document sent in the next board meeting board packet.*

Replace Section 4.00; subsection 4.10 Policies with the following language:

4.00 Cash Disbursements

4.10 Policies

The positions authorized to sign checks are; Executive Director, Director of Finance & Operations, Board President, Board Vice-President and Board Treasurer. Only one signature will be required on checks. The signature on a check could be derived from a manual check or printed check with a facsimile of the signature.

The Financial Analyst will maintain the accounts payable system. Prior to payment, the Accounts Payable Clerk will review invoices for proper coding, unauthorized sale taxes, and authorization on



each invoice, and input the invoice in the accounting system. The Financial Analyst will prepare the checks and organize the documentation. Individuals may not authorize payment to themselves.

The Chief Financial Officer will review all properly documented invoices and amounts before the checks have been printed. In the absence of the Chief Financial Officer will be the Manager of Finance & Operations. Once the checks have been printed, the Executive Director will review all checks and documentation.

Employees are required to enter time worked into the payroll software and supervisors are required to reviewed time entered. Administrative staff salaries are allocated based on a cost allocation plan.

Current language:

4.00 Cash Disbursements

4.10 Policies

The positions authorized to sign checks are; Executive Director, Director of Finance & Operations, Board President, Board Vice-President and Board Treasurer. Only one signature will be required on checks. The signature on a check could be derived from a manual check or printed check with a facsimile of the signature.

*The Accounts Payable Clerk will maintain the accounts payable system. Prior to payment, the Accounts Payable Clerk will review invoices for proper coding, **UNAUTHORIZED SALES TAXES** and authorization on each invoice, prepare the checks and organize the documentation. Individuals may not authorize payment to themselves.*

The Director of Finance & Operations will review all properly documented invoices and amounts before the checks have been printed. In the absence of the Director of Finance & Operations will be the Manager of Finance & Operations. Once the checks have been printed, the Executive Director will review all checks and documentation.

Employees are required to enter time worked into the payroll software and supervisors are required to reviewed time entered. Administrative staff salaries are allocated based on a cost allocation plan.

*e. * **Approve revised Drug and Alcohol Policy update - page 28 specific to Substance Abuse Professional (SAP). Full revised document sent in the next board meeting board packet & page 20 requires signature from Board Chair and Executive Director.***

*f. ***Approve CSBG contract Amendment Number 3 specific to contract No. 61170002628 to add fourth quarter FY2017 Allocation in the amount of \$353,110 for a total award amount of \$1,412,442.***

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CONTRACT DETAILS			
Number	61170002628	Amendment Number	3
Begin Date	01/01/2017	Status	Active
End Date	12/31/2017	Amount	\$1,412,442.00
Effective Date	07/01/2017	Type	Amendment
Purpose	To add fourth quarter FY 2017 funds in the amount of \$353,110.00. 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.		

*g. *Approve materials required by the Texas Department of Housing and Community Affairs (TDHCA) as cited below and mandatory for all Community Action Agencies ("CAAs") as part of the planning process:*

- 1. Strategic Plan ("SP") every 5 years setting agency priorities and outcomes; **Full document sent in board packet.***
- 2. Community Action Plan ("CAP") every year identifying the plan to implement programs that meet the community needs; **Full document sent in board packet.** and*
- 3. FY18 CSBG budget as presented and as disclosed/communicated during the Public Hearing held 9/15/2017. **Full document sent in board packet.***

*h. *Approve activities specific to Organizational Standard 9.3 that states in relevant part:*

"The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary." (See attached Reports/Analysis)

*i. *Approve process document (i.e. CSI Policy & Procedure Manual Amendment) specific to Customer Satisfaction Survey and specifically Organizational Standard 1.3 that states in relevant part:*

"The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board." (See attached Process Document)

Staff Reports (Programmatic Reports Distributed On-site Quarterly)

Finance/Audit Committee – Harry Hickey – Financial Reports/Audit/Form 990 Update

***Accept/Approve FY16 Audit Report/Form 990 - Finance/Audit Committee Recommendation – Cedric Fields – Treasurer, and Lakeshea Brown – Committee Member**

CSBG activities – Dee Hatchell/Denise Freeman

- ✓ Program Specific Updates;
 - CSBG Contract, Budget, CAP Strategies/Implementation Activities

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- **1.1A- Target is (40) - We have (27) - We will meet this target this month;**
- **1.1B- Target is (18) - We have (2) - We need (16) - Clients maintaining their job for 90 days. We will meet this before December 2017.**
- **1.1C- Target is (10) - We have (4) - We need (6) - Employed and obtained an increase in employment & or benefits- We will meet this goal before December 2017.**
- **1.3B- Target is (2) - We have (0) - We need (2) - We half way met this target- This is Child Support- We have the award letter/we need the aggregated amount the client is receiving. (Kandi)**
- **1.1D- Target is (7) - We have (7) - We met this Target.**
- **1.3D- Target is (35) - We have (35) - We met this Target.**
- ROMA Cycle – Implementation Activities
- Strategic Planning - Staff/Committee Activities
- Needs Assessment Update Activities – Due 2018
- ✓ **Community Transit Services – Katie Regan/Arlette Cobb**

Month-Year	Unlinked Passenger Trips (UPT)	Vehicle Revenue Miles (VRM)	Vehicle Revenue Hours (VRH)	Vehicles Operated in Maximum Service (VOMS)	Safety and Security Incidents	Days of Service
August-17	5,081	20,331	1,154	8	-	27

Total Transit Revenue for the month of August - \$6,806.00 based on fares collected.

- ✓ **MAGNET Home Delivered Meals – Doris Anderson**

See table & data on next page.

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Monthly Reports - MAGNET Program				
Aug-17				
	Title XX	Superior	Molina	
Meals	1,502	54	253	
Rate	\$ 4.95	\$ 6.12	\$ 5.51	
Billed	\$7,434.90	\$330.48	\$1,394.03	\$ 9,159.41
Total Billed for Reporting Period				\$ 9,159.41

TEXANS FEEDING TEXANS

327

✓ Director's Update – Daniel Edwards

6. Other Business/Announcements.

✓ **Next Board Meeting October 17, 2017, same time & location.**

Executive Session

7. 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

8. *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.

9. Adjourn.

* Indicates motion required.