

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, October 17, 2017

FILED FOR RECORD
AT 11:35 O'CLOCK a M.

Mission Statement

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

OCT 13 2017

SHERYLL WOOD, County Clerk
NAVARRO COUNTY, TEXAS

BY [Signature] DEPUTY

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. ***Approve** Nominations Committee submission of proposed/potential new board member based on Democratic Process to elect proper representation for Navarro County's vacant seat (i.e., Secretary) to officially count sealed ballots from the county in open session to comply with applicable Bylaws and Community Services Block Grant (i.e., Contract 61170002628) requirements and applicable TAC rules and specifically TAC Rule §6.210 as cited below.

RULE §6.210

Board Structure

(a) Eligible Entities that are Private Nonprofit Organizations shall administer the CSBG program through a tripartite board that fully participates in the development, planning, implementation, and evaluation of the program to serve low-income communities. Records must be retained for all seated board members in relation to their elections to the board for the longer of the board member's term on the Board, or the federal record retention period. Some of the members of the board shall be selected by the Private Nonprofit Organization, and others through a democratic process; the board shall be composed so as to assure that the requirements of the CSBG Act are followed and are composed as:

(1) One-third of the members of the board shall be elected public officials, holding office on the date of the selection, or their 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 or designate an alternate to serve on the board. Appointive public officials or

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their representatives or alternates may be counted in meeting the 1/3 requirement.

(2) Not fewer than 1/3 of the members are persons chosen in accordance with the Eligible Entity's Board-approved written democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; and each representative of low-income individuals and families selected to represent a specific neighborhood within a community resides in the neighborhood represented by the member;

(3) The remainder are members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served.

(2) Low-Income Representatives:

(A) The CSBG Act and its amendments require representation of low-income individuals on boards. The CSBG statute requires that not fewer than one-third of the members shall be representatives of low-income individuals and families and that they shall be chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhoods served; and that each representative of low-income individuals and families selected to represent a specific neighborhood within a community resides in the neighborhood represented by the member.

(B) Board members representing low-income individuals and families must be selected in accordance with a democratic procedure. This procedure, as detailed in subparagraph (D) of this paragraph, may be either directly through election, public forum, or, if not possible, through a similar democratic process such as election to a position of responsibility in another significant service or community organization such as a school PTA, a faith-based organization leadership group; or an advisory board/governing council to another low-income service provider; For a Private Nonprofit Entity the democratic selection process must be detailed in the agency's Certificate of Formation/ Articles of Incorporation or Bylaws, but the method detailed in the Bylaws (if so described) must not be inconsistent with any method of selection of Board members outlined in the Certificate of Formation/ Articles of Incorporation; failure to comply could result in a default procedure that does not meet the CSBG requirements and potentially jeopardizes the Eligible Entity status of the organization as detailed in §6.213 of this Subchapter. For Public Organizations the democratic procedure must be written in the advisory board's procedures and approved at a board meeting.

(C) Every effort should be made by the Private Nonprofit Entity or Public Organization to assure that low-income representatives are truly representative of current residents of the geographic area to be served, including racial and ethnic composition, as determined by periodic selection or reselection by the community. "Current" should be defined by the recent or annual demographic changes as documented in the needs/ community assessment. This does not preclude extended service of low-income community representatives on boards, but it does suggest that continued board participation of longer term members be revalidated and kept current through some form of democratic process.

(D) The procedure used to select the low-income representative must be documented to demonstrate that a democratic selection process was used. Among the selection processes that may be utilized, either alone or in combination, are:

(i) Selection and elections, either within neighborhoods or within the community as a whole; at a meeting or conference, to which all neighborhood residents, and especially those who are poor, are openly invited;

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(ii) Selection of representatives to a community-wide board by members of neighborhood or sub-area boards who are themselves selected by neighborhood or area residents;

(iii) Selection, on a small area basis (such as a city block); or

(iv) Selection of representatives by existing organizations whose membership is predominately composed of poor persons.

(3) Representatives of Private Groups and Interests:

(A) The Private Nonprofit or Public Organization shall select the remainder of persons to represent the private sector on the board or it may select private sector organizations from which representatives of the private sector organization would be chosen to serve on the board; and

(B) The individuals and/or organizations representing the private sector shall be selected in such a manner as to assure that the board will benefit from broad community involvement. The board composition for the private sector shall draw from officials or members of business, industry, labor, religious, law enforcement, education, school districts, representatives of education districts and other major groups and interests in the community served.

(e) Eligible Entities must have written procedures under which a low-income individual, community organization, religious organization, or representative of such may petition for adequate representation as described in (a) - (d) of this section if such persons or organizations consider there to be inadequate representation on the board of the Eligible Entity.

4. ***Introduction and seating – Wallace Skipper, Jr. (i.e., Sole Candidate) – 708 Madison Drive, Corsicana, Texas 75110 – Contact Information – 903-493-2111 (Client Representation) – Navarro County Representative.**

5. **Community Input – (Limit 3-minutes) – Note: Comments are not allowed for items on the current agenda.**

6. ***Approval of Agenda as submitted.**

7. ***Accept/Approve FY16 Audit Presentation for period ending 10/31/2016 to comply with organizational standard 8.3 by - Richard J. Sowan, Managing Partner - t: 214-545-3965 d: 214-545-3971 m: 214-738-9265 f: 214-545-3966 w: www.bkmsb.com**



8. ***Consent Agenda:**

a. ***Accept/Approve Minutes: CSI Board of Director's Meetings held September 26, 2017.**

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b. *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 to comply with organizational standards 6.1 – 6.4 and ultimately 6.5 once the board is updated on the agency’s progress for achieving strategic goals toward the continual process of setting agency priorities and outcomes; Full Final Strategic Plan included in full board packet.

c. *Approve FY18 organizational-wide agency budget annually to comply with organizational standard 8.9 as presented to the Audit and Finance Committee and full board; Full Final agency-wide budget included in full board packet.

d. * Approve process document (i.e. CSI Policy & Procedure Manual Amendment) specific to Visitors in the Workplace that states in relevant part:

(See Language Below)

Visitors in the Workplace Policy (Will be added to amended agency Policy & Procedures Manual once Board approved)

No visitors are allowed in our workplace or on company property unless authorized by a department manager or management. All requests for permission for nonemployees to enter company property must be made at the front office. These visitors are not allowed beyond the reception without management approval.

Ex-Employees who wish to visit the workplace for any reason during hours or shifts must also have the permission of a department manager or management.

Supervisors are to challenge strangers in the workplace to determine their authority for access to our facility. Unauthorized visitors should be escorted courteously but quickly from the workplace or to the front office.

e. *Approve process document (i.e. CSI Policy & Procedure Manual Amendment) specific to Computer/Internet Usage Electronic Mail & Voicemail that states in relevant part:

(See Language Below)

Social Media Policy (Will be added to amended agency Policy & Procedures Manual once Board approved)

Community Services, Inc. will take a neutral position on the decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of CSI to protect itself from unauthorized disclosure of information. CSI’s social networking policy includes rules and guidelines for Company-authorized social networking and personal social networking and applies to the Executive Director, Board Members, Supervisor/Manager and employees.

General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook, Twitter and YouTube, chat rooms, personal blogs or other similar forms of online journals, diaries or personal

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newsletters not affiliated with CSI. This Policy also includes future social media technologies and applications that may not yet be contemplated.

Employees cannot use employer-owned equipment, including computers, Company-licensed software or other electronic equipment, nor facilities or Company time, to conduct personal blogging or social networking activities. Employees may not use social media in a manner that interferes with job duties or violates a Company work rule or policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate or disparage CSI, employees or anyone doing business with CSI, including clients. These restrictions do not prohibit conduct protected by Section 7 of the National Labor Relations Act.

Unless specifically instructed by the Executive Director or Board Chairperson, employees are not authorized and therefore restricted to speak on behalf of the Company. Employees may not publicly discuss clients, customers, products, employees or any work-related matters, whether confidential or not, outside Company-authorized communications. Employees are required to protect the privacy of the Company and its employees and customers, and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to customer information, Company trade secrets, financial information and strategic business plans.

If an employee chooses to identify themselves on social media or blogging sites as a Company employee, please understand that some readers may view them as a spokesperson for the Company. Because of this possibility, we ask that employees state that their views expressed in their blog or social networking area are their own and not those of the Company, nor of any person or organization affiliated or doing business with the Company.

Employees cannot post on their personal blogs or social networking sites photographs of other employees, customers, vendors or suppliers, nor can employees post photographs of persons engaged in Company business or at Company events.

Employees cannot post on personal blogs and social networking sites any advertisements or photographs of Company products, nor sell Company products and services. Employees cannot link from their personal blog or social networking site to the Company's internal or external website.

If contacted by the media or press about a post that relates to the Company business, employees are required to speak with the Executive Director before responding to media or press.

Employer Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet. Employee postings can be reviewed by anyone, including the Company. The Company reserves the right to monitor comments or discussions about the Company, its employees, customers and students, and the industry, including products and competitors, posted on the Internet by anyone, including employees and non-employees. The Company uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums and social networking sites.

Employees are cautioned that they should have no expectation of privacy while using Company equipment or facilities for any purpose, including authorized blogging.

The Company reserves the right to use any content from a Supervisor/Manager's tools to monitor, review or block content on Company blogs that violate Company blogging rules and guidelines.

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Reporting Violations

The Company requests and strongly urges employees to report any violations or possible perceived violations to a Supervisor/Manager or AccessPoint. Violations include discussions of the Company and its employees and customers, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

Discipline for Violations

The Company will investigate and respond to all reports of violations of the social networking policy and other related policies. Violation of the Company's social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post. The Company reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Authorized Social Networking

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about Company products and services, promote and raise awareness of the Company's brand, search for potential new markets, communicate with employees and customers to brainstorm, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department-specific activities and events.

When social networking, blogging or using other forms of web-based forums, the Company must ensure that the use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

Rules and Guidelines

The following rules and guidelines apply to social networking and blogging when authorized by the employer and done on Company time. The rules and guidelines apply to all employer-related blogs and social networking entries, including employer subsidiaries or affiliates. Only authorized employees can prepare and modify content for the Company's blog and/or the social networking entries. Content must be relevant, add value and meet at least one of the specified goals or purposes developed by the Company.

All employees must identify themselves as employees of the Company when posting comments or responses on the employer's blog or on the social networking site.

Any copyrighted information where written reprint information has not been obtained in advance cannot be posted on the Company's blog.

Business units and departments are responsible for ensuring all blogging and social networking information complies with the Company's written policies. Business unit and department heads are authorized to remove any content that does not meet the rules and guidelines of this Policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.

The Company expects all guest bloggers to abide by all rules and guidelines of this Policy. Company reserves the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. The Company also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

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Computer/Internet Usage, Electronic Mail & Voicemail

The computers, computer files, e-mails and voicemail are the property of Community Services, Inc. Community Services, Inc. reserves the right to look at or listen to any electronic file, e-mail or voicemail on the Community Services, Inc. computers, voicemail or other information systems.

General Computer Usage Guidelines

The installation of unauthorized software on Community Services, Inc. computers is prohibited. Any unauthorized software that is found on an employee's computer or on the network drives shall be removed immediately. The installation of unauthorized software or the willful or intentional destruction of computer software or hardware may subject the employee to disciplinary action, up to and including termination at the sole discretion of Community Services, Inc.

Licenses

Community Services, Inc. does purchase and license the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Community Services, Inc. does not have the right to reproduce such software for use on more than one computer. Employees are required to use software according to the software license agreement. Installation of software without prior Supervisor/Manager approval and illegal duplication or use of software and its related documentation is strictly prohibited. Violation of this Policy may result in disciplinary action, up to and including termination.

Internet Usage

Community Services, Inc. recognizes that when used correctly, the internet can be a valuable business tools that can help employees perform their duties. Therefore, internet access should be viewed as a business instrument to be used to conduct business. Any unauthorized use of the internet is prohibited. Any non-Community Services, Inc. usage of the internet or other violation of the internet usage policy may result in disciplinary action, up to and including termination at the sole discretion of Community Services, Inc.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it or has not gotten authorization for its use, it should not be put on the internet. Supervisors/Managers are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.

Electronic Mail and Voicemail Policies

Electronic mail ("e-mail") and Voicemail ("v-mail") systems are provided by Community Services, Inc. to assist in the conduct of business within Community Services, Inc. As with other forms of business communication at Community Services, Inc., e-mail and v-mail should always be professional in content and format.

General Electronic Mail and Voicemail Usage Guidelines

Use of e-mail is limited to employees. Employees are responsible to maintain the security of their account and take precautions to prevent unauthorized access to their mailbox. Unauthorized entry to an individual's account or mailbox is prohibited. Computer passwords and security codes are unique to the individual and should not be shared, transferred, or disclosed. Community Services, Inc. reserves the right to know all such passwords and security codes and retain ownership of and access to all Community Services, Inc. systems and information on those systems.

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The e-mail and v-mail systems are Community Services, Inc.'s property. All messages composed, sent and/or received on the e-mail or v-mail systems are and remain the property of Community Services, Inc. They are not the private property of any employee. Community Services, Inc. reserves the right to retrieve, review, audit and disclose all messages created, received or sent on the e-mail and v-mail systems. The Community Services, Inc. may view, listen to, copy or delete e-mail and v-mail messages, without an employee's permission. Therefore, an employee should not assume that messages are confidential. As a general guideline, employees should not put anything on e-mail or v-mail that they would not put in a formal or public memo.

Unacceptable Usage

Community Services, Inc. strives to maintain a workplace free of discrimination and harassment and sensitive to the diversity of its employees. Therefore, Community Services, Inc. strictly prohibits the use of computers, the e-mail and v-mail systems in ways that are disruptive, offensive or harassing of others or harmful to morale. Prohibited use of e-mail or v-mail may result in disciplinary action, up to and including termination. Examples of misuse include the following:

- 1. Transmitting offensive or disruptive messages. Examples include sexually-explicit messages, cartoons, or jokes; unwelcome propositions; ethnic or racial slurs; or any other messages that are prohibited under the Anti-Harassment, Non-discrimination and Non-retaliation Policy.*
- 2. Use of Community Services, Inc.'s e-mail for personal business, competing businesses or chain letters.*
- 3. Distributing confidential messages to parties outside of Community Services, Inc.*
- 4. Using the e-mail system to send or receive copyrighted materials, trade secrets, proprietary financial information or similar materials without authorization.*
- 5. Breaking into the system or unauthorized use of a password/ mailbox.*
- 6. Soliciting for commercial ventures, religious or political causes, outside organizations or other non-job related solicitations. However, employees are permitted to solicit for charitable organizations, such as school fundraisers, Girl and Boy Scouts and the American Red Cross with consent from the Executive Director.*
- 7. Making personal purchases using Community Services, Inc.'s e-mail address.*
- 8. Sending or posting messages or material that could damage the organization's image or reputation.*
- 9. Failing to observe licensing agreements.*
- 10. Jeopardizing the security of Community Services, Inc.'s electronic communications system.*
- 11. Sending anonymous e-mail messages.*

Policy Administration

Prudent use of Community Services, Inc.'s e-mail and v-mail systems is each employee's responsibility. Violations of this Policy or use of e-mail or v-mail for improper purposes may be grounds for disciplinary action, up to and including termination at the sole discretion of Community Services, Inc.

*f. *Approve FY17 Audit Process & certify Engagement Letter with BKM Sowan Horan Accountants & Consultants to perform audit for the period ending 10/31/2017.*



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Staff Reports (Programmatic Reports Distributed On-site Quarterly)

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

Update

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

CSBG activities – Dee Hatchell/Denise Freeman

✓ Program Specific Updates;

- CSBG Contract, Budget, CAP Strategies/Implementation Activities
 - 1.1A- Target is (40) - Unemployed & Obtained a job - We have (33);
 - 1.1B- Target is (18) - Employed & Maintained a job for at least 90 days- We have (3);
 - 1.1C- Target is (10) - Employed & obtained an increase in employment income &/or benefits- We have (7);
 - 1.1D-Target is (7) - Achieved “Living Wage” Employment &/or benefits - We have (7);
 - 1.3B- Target is (2) - Number & percent of participants who obtained court ordered child support payments -We have (0); and
 - 1.3D-Target is (35) - Number & percent of participants demonstrating ability to complete & maintain a budget for over 90 days- We have (35).
- ROMA Cycle & ROMA Next Generation (NG) – Implementation Activities
- Strategic Planning - Staff/Committee Activities
- Needs Assessment Update Activities – Update Due 2018 – *Note: Agency utilized CNA to drive strategic planning process and SP will be reviewed and revisited once CNA is updated to determine if updates are required.*

✓ 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 |
|---------------|--------------------------------|-----------------------------|-----------------------------|---|-------------------------------|-----------------|
| September -17 | 4,973 | 8,558 | 1,049 | 7 | - | 25 |

Total Transit Revenue for the month of August - \$6,037.00 based on fares collected.

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

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| Monthly Reports - MAGNET Program | | | | |
|--|------------|----------|------------|-----------------|
| Sep-17 | | | | |
| | Title XX | Superior | Molina | |
| Meals | 1,342 | 50 | 235 | |
| Rate | \$ 4.95 | \$ 6.12 | \$ 5.51 | |
| Billed | \$6,642.90 | \$306.00 | \$1,294.85 | \$ 8,243.75 |
| Total Billed for Reporting Period | | | \$ | 8,243.75 |

TDA Contract - Texans Feeding Texans – 262 meals served for the reporting period.

✓ CEO's Update – Daniel Edwards

9. Other Business/Announcements.

✓ **Next Board Meeting November 21, 2017, same time & location.**

Executive Session

10. 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

11. *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.

12. Adjourn.

* Indicates motion required.