

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, January 23, 2018

Mission Statement

The mission of Community Services, Inc. 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 November 21, 2017*
 - b. **Accept/Approve revised Drug and Alcohol Policy (See updated sections highlighted in red specific to pages 2,3, 4, 5, 6, 7, 8,9, 10, 11, 12, 13, 14, 15, 17,18, 19, 22, 25, and 29) to comply with Texas Department of Transportation (TXDOT) requirements. Signature Required on Page 20 by Board Chair and Executive Director.*
 - c. **Accept/Approve process for Management/Program staff to recruit/select members of the Agency's first Consumer Council to comply with Organization Standards 1.1/2.2 per requirements of the Texas Department of Housing and Community Affairs (TDHCA).*
 - d. **Accept/Approve Community Services Block Grant – Contract # 61180002853 1st quarter allocation is \$278,907.00.*

BY 
SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS
DEPUTY

JAN 18 2018

FILED IN RECORD
AT 3:07 P.M.
JAN 18 2018

Staff Reports (Programmatic Reports Distributed On-site Quarterly)

Finance/Audit Committee – Harry Hickey – Financial Reports/Audit/Form 990 Update (When Applicable – Audit/Form 990)

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***Accept/Approve Audit/Finance Committee Recommendation (Financials) – Cedric Fields – Treasurer, Lakeshea Brown – Committee Member and Ruth Woods – 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 (40); **MET**
- 1.1B- Target is (18) - Employed & Maintained a job for at least 90 days- We have (18) **MET**
- 1.1C- Target is (10) - Employed & obtained an increase in employment income &/or benefits- We have (10); **MET**
- 1.1D-Target is (7) - Achieved “Living Wage” Employment &/or benefits - We have (7); **MET**
- 1.3B- Target is (2) - Number & percent of participants who obtained court ordered child support payments -We have (0); **NOT MET- Documentation provided as to CSI made every effort in meeting this target and asked to be reduced to (0).**
- 1.3D-Target is (35) - Number & percent of participants demonstrating ability to complete & maintain a budget for over 90 days- We have (35). **MET**
- **TOP’s Goal FY17 is (58). MET**
- ROMA Cycle & ROMA Next Generation (NG) – Implementation Activities
- Strategic Planning - Staff/Committee Activities
- Needs Assessment Update Activities – Update Due 2018 – *Note: Agency utilized previous 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 |
|-------------|--------------------------------|-----------------------------|-----------------------------|---|-------------------------------|-----------------|
| December-17 | 3,258 | 11,827 | 669 | 8 | 0 | 17 |

Total Transit Revenue for the month of December- \$4,330.00 based on fares collected.

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

| Monthly Reports - MAGNET Program | | | | | |
|--|-------------------|----------|-----------------|-----------------|-------------------|
| Nov-17 | | | | | |
| | Title XX | Superior | | Molina | |
| Meals | 1,348 | 42 | | 132 | |
| Rate | \$ 4.95 | \$ | 6.12 | \$ | 5.51 |
| Billed | \$6,672.60 | | \$257.04 | \$727.32 | \$7,656.96 |
| <i>Total Billed for Reporting Period</i> | | | | | \$7,656.96 |

CSBG Contract Supported Meals – 257 meals served for the reporting period.

✓ **CEO's Update – Daniel Edwards**

6. *(Executive Session) *Certify/Approve Evaluation Committee recommendations from the November 21, 2017 Board of Director's meeting when an Evaluation Committee was appointed to facilitate the process for Executive Director's Annual Evaluation and all discussion points from the full Board of Directors. Note: All recommendations and actions taken will be made in Open Session.*

7. Sharing of Agency Updates, Best Practices, etc. – CSI assisted **(5)** clients and **(2)** households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

8. Other Business/Announcements.

✓ **Next Board Meeting February 20, 2017, same time & location.**

Executive Session¹

9. *The board may go into Executive Session Pursuant to Tex. Gov't Codes §551.071, §551.072, §551.073, §551.074, and §551.076 as cited and footnoted below.

Open Session

10. *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.

11. Adjourn.

¹

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At any time during the meeting of the Board of Directors of Community Services, Inc., the Board of Directors may meet in Executive Session (closed meeting) for one or more agenda items for any of the reasons listed as set out in the following sections of the Texas Government Code: Section 551.071 Consultations with attorney to seek advice about pending or contemplated litigation; or a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act; Section 551.072. Deliberations about purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of Community Services, Inc. in negotiations with a third person; Section 551.073. Deliberations of a negotiated contract for a prospective gift or donation to Community Services, Inc. if deliberation in an open meeting would have a detrimental effect on the position of Community Services, Inc. in negotiations with a third person; Section 551.074 Deliberations about the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee; Section 551.076. Deliberations regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.

** Indicates motion required and also denotes Consent agenda items and Action items.*