

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, March 27, 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 the current agenda.

FILED FOR RECORD
AT 11:21 O'CLOCK P.M.

4. **Approval of Agenda as submitted.*

MAR 16 2018

5. **Consent Agenda:*

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS

BY _____ DEPUTY

- a. **Accept/Approve Minutes: CSI Board of Director's Meetings held January 23, 2018.*
- b. **Accept/Approve management recommendations regarding the selection of a viable Consultant/Vendor from those listed below in response to the procurement process (i.e., RFP-2018-CSI-CSBG-001) to update and complete the agency's Community Needs Assessment: 1. Crescendo, 2. New Solutions, Inc., & 3. Switch Technologies.*

Staff Reports (Programmatic Reports Distributed On-site Quarterly)

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

**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

○ CSI- Targets/Outcomes Services/Outputs

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Number of unemployed adults who obtained employment (up to a living wage) (documentation required) Target 40 SRV 1a, SRV 1b, SRV 1c, SRV 1d, SRV 1f, SRV 1g, SRV 1j, SRV 1l, SRV 1m, SRV 1p	FNPI 1b
Number of unemployed adults who obtained and maintained employment for at least 90 days. (up to a living wage) (documentation required) – Target 18 SRV 1a, SRV 1b, SRV 1c, SRV 1d, SRV 1f, SRV 1g, SRV 1j, SRV 1l, SRV 1m, SRV 1p	FNPI 1c
Number of unemployed adults who obtained employment (with a living wage or higher). (documentation required) - Target 7 SRV 1a, SRV 1b, SRV 1c, SRV 1d, SRV 1f, SRV 1g, SRV 1j, SRV 1l, SRV 1m, SRV 1p	FNPI 1e
Number of unemployed adults who obtained and maintained employment for at least 90 days. (with a living wage or higher) Target 7 SRV 1a, SRV 1b, SRV 1c, SRV 1d, SRV 1f, SRV 1g, SRV 1j, SRV 1l, SRV 1m, SRV 1p	FNPI 1f
Number of employed participants in a career advancement related program that entered or transitioned into a position that provided increased income and/or benefits. Target 21 SRV 1a, SRV 1b, SRV 1c, SRV 1d, SRV 1f, SRV 1g, SRV 1j, SRV 1l, SRV 1m, SRV 1p	FNPI 1h
Of the above, the number of employed participants who increased income from employment through wage or salary amount increase. Target 14 SRV 1a, SRV 1b, SRV 1c, SRV 1d, SRV 1f, SRV 1g, SRV 1j, SRV 1l, SRV 1m, SRV 1p	FNPI 1h.1
Of the above, the number of employed participants who increased income from employment through hours worked increase. Target 2 SRV 1a, SRV 1b, SRV 1c, SRV 1d, SRV 1f, SRV 1g, SRV 1j, SRV 1l, SRV 1m, SRV 1p	FNPI 1h.2
Of the above, the number of employed participants who increased benefits related to employment. Target 5 SRV 1a, SRV 1b, SRV 1c, SRV 1d, SRV 1f, SRV 1g, SRV 1j, SRV 1l, SRV 1m, SRV 1p	FNPI 1h.3
Other Employment Outcome Indicator (FNPI 1)	
Number of unduplicated persons who achieved a household income above 125% transitioning to self-sufficiency. (Must be State assigned TOP goal or higher) Target 58 SRV 1q, SRV 5a, SRV 7a, SRV 7b, SRV 7c, SRV 7d, SRV 7h, SRV 7i, SRV 7j	FNPI 1z.1
Education and Cognitive Development (FNPI 2)	
Number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma. Target 2 See SRV Reference Page	FNPI 2g
Number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills. Target 50 See SRV Reference Page	FNPI 2h
Number of individuals who obtained an Associate's degree. Target 2 See SRV Reference Page	FNPI 2i
Number of individuals who obtained a Bachelor's degree. Target 3 See SRV Reference Page	FNPI 2j
Income and Asset Building (FNPI 3)	
Number of individuals who achieved and maintained capacity to meet basic needs for 90 days. Target 58	FNPI 3a
Number of individuals engaged with the Community Action Agency who reported improved financial well-being. Target 15 SRV 1a, SRV 1b, SRV 1c, SRV 1d, SRV 1f, SRV 1g, SRV 1j, SRV 1l, SRV 1m, SRV 1p	FNPI 3h
Housing (FNPI 4)	
Number of households experiencing homelessness who obtained safe temporary shelter. Target 10 SRV 4c, SRV 4k, SRV 4m, SRV 7a, SRV 7b, SRV 7c, SRV 7h	FNPI 4a
Number of households who obtained safe and affordable housing. Target 40 SRV 4c, SRV 4k, SRV 4m, SRV 7a, SRV 7b, SRV 7c, SRV 7h	FNPI 4b

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Number of households who maintained safe and affordable housing for 90 days. Target 40 SRV 4c, SRV 4k, SRV 4m, SRV 7a, SRV 7b, SRV 7c, SRV 7h	FNPI 4c
Number of households who avoided eviction. Target 5 SRV 4c, SRV 4k, SRV 4m, SRV 7a, SRV 7b, SRV 7c, SRV 7h	FNPI 4c
Health and Social/Behavioral Development (FNPI 5)	
Number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping and growing food). Target 10 SRV 5j, SRV 5ff, SRV 5gg, SRV 5hh, SRV 5ii, SRV 7a, SRV 7b, SRV 7c, SRV 7d	FNPI 5a
Counts of Change for Indicators	
Number of seniors (65+) who maintained an independent living situation. Target 5 SRV 5j, SRV 5ff, SRV 5gg, SRV 5hh, SRV 5ii, SRV 7a, SRV 7b, SRV 7c, SRV 7d	FNPI 5f
Number of individuals with disabilities who maintained an independent living situation. Target 5 SRV 5j, SRV 5ff, SRV 5gg, SRV 5hh, SRV 5ii, SRV 7a, SRV 7b, SRV 7c, SRV 7d	FNPI 5g
Civic Engagement and Community Involvement Indicators (FNPI 6)	
Number of Community Action program participants who increased skills, knowledge and abilities to enable them to work with Community Action to improve conditions in the community. Target 3	FNPI 6a
Of the above, the number of Community Action program participants who improved their leadership skills. Target 1	FNPI 6a.1
Of the above, the number of Community Action program participants who improved their social networks. Target 1	FNPI 6a.2
Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage. Target 1	FNPI 6a.3
Outcomes Across Multiple Domains (FNPI 7)	
Number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains. Target 58 SRV 1q, SRV 4c, SRV 4i, SRV 4k, SRV 4m, SRV 4t, SRV 5a SRV 5j, SRV 5ff, SRV 5gg, SRV 5hh, SRV 5ii, SRV 7a, SRV 7b, SRV 7c, SRV 7d SRV 7h, SRV 7i, SRV 7j	FNPI 7a

- ROMA Cycle & ROMA Next Generation (NG) – Implementation Activities
 - Strategic Planning - Staff/Committee Activities
 - Needs Assessment Update Activities – Update Due June 1, 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
Feb. 2018	4,121	15,421	888	10	0	23

Total Transit Revenue for the month of Feb. 2018- \$5,037 based on fares collected.

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

Monthly Reports - MAGNET Program					
Feb-18					
	Title XX		Superior		Molina
Meals	1,169		41		141
Rate	\$ 4.95	\$	6.12	\$	5.51
Billed	\$5,786.55		\$250.92		\$776.91
					\$6,814.38
Total Billed for Reporting Period					\$6,814.38

CSBG Contract Supported Meals – 270 meals served for the reporting period.

✓ **CEO's Update – Daniel Edwards**

6. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (0) clients and (0) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

7. Other Business/Announcements.

✓ **Next Board Meeting April 17, 2018, same time & location.**

Executive Session¹

8. *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

9. *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.

10. Adjourn.

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,

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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.*