

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, July 31, 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.

2018-112
FILED FOR RECORD
AT 7:00 O'CLOCK P.M.

Agenda

1. Call to order, establishment of quorum.
2. Introductions – Document Absent Member(s) (Excused and/or Unexcused) and 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. **Accept/Approve resignation of Client Representative Board member Graciela Hernandez representing Ellis County per official resignation submitted on May 29, 2018. Note: Discuss in closed session and take action in open session.*
6. **Consent Agenda:*
 - a. **Accept/Approve Minutes: CSI Board of Director's Meetings held May 29, 2018.*
 - b. **Accept/Approve Community Services, Inc. final FY18 allocation of funds specific to Community Services Block Grant specific to contract 61180002853 Texas Department of Housing and Community Affairs (TDHCA) in the amount of \$812,642.00 for a total award of \$1,509,229.00. Note: FY19 Budget will require Board approval post Public Hearing.*

SHERY DOWNS, County Clerk
NAVARRO COUNTY, TEXAS
BY [Signature] DEPUTY

JUL 25 2018

Note: This section was purposely left blank to ensure a full table on the next page.

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CONTRACT DETAILS			
Number	61180002853	Amendment Number	2
Begin Date	01/01/2018	Status	Active
End Date	12/31/2018	Amount	\$1,509,229.00
Effective Date	04/17/2018	Type	Amendment
Purpose	To add remainder FY 2018 funds in an amount of \$812,642.00. 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.		

c. ***Accept/Approve** Community Services, Inc. FY19 award from Health and Human Services Commission (HHSC) and allocation of funds for the Meals on Wheels Program specific to contract 000154900 in the amount of \$126,883.35 for the budget period of October 1, 2018 – September 30, 2019.

7. ***Accept/Approve** Audit/Finance Committee recommendation to select an Audit Firm based input and feedback from Management and Fiscal staff to perform the FY17 Single Audit to comply with Organizational Standards 8.1, 8.2, 8.3, 8.4, and 8.5. Firms Responding to RFP: 1.) BKM Sowan Horan, LLP, 2.) Henry & Peters Certified Public Accountants, and McConnell & Jones LLP.

Staff Reports (Programmatic Reports Distributed On-site Quarterly) – Agency Bi-Annual Report/Update

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
 - ROMA Cycle & ROMA Next Generation (NG) – Implementation Activities
 - Strategic Planning - Staff/Committee Activities
 - Needs Assessment Update Activities
- ✓ Community Transit Services – Katie Regan/Arlette Cobb

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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
JUNE-2018	4,822	19,572	1081	10	0	26

Total Transit Revenue for the month of June - \$6,286.00 based on fares collected.

MAGNET Home Delivered Meals – Doris Anderson

Monthly Reports - MAGNET Program					
Jun-18					
Title XX	Superior		Molina		
Meals	1,199	50	100		
Rate	\$ 4.95	\$ 6.12	\$ 5.51		
Billed	\$5,935.05	\$306.00	\$551.00	\$	6,792.05
Total Billed for Reporting Period				\$	6,792.05

CSBG Contract Supported Meals – 298 meals served for the reporting period.

✓ CEO's Update – Daniel Edwards

8. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (5) clients and (1) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

9. Other Business/Announcements.

✓ **Next Board Meeting August 21, 2018, same time & location.**

Executive Session¹

10. *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

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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.

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.*