

# 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

Hampton Inn & Suites Corsicana

Address: 623 Bryant's Way, Corsicana, TX 75109 – Phone: (903) 872-2238

**6:00 P.M. Tuesday, October 30, 2018**

### *Mission Statement*

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

2018-166

**REMINDERS: Dinner for Board Members only served at 5:30 P.M.**

FILED FOR RECORD

AT 2:20 O'CLOCK P M.

OCT 18 2018

SHERRY DOWD, County Clerk  
NAVARRO COUNTY, TEXAS

BY [Signature] DEPUTY

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. **\*Introduction and seating – Socorro Ochoa (i.e., Client Candidate Nominee) – 125 Oregon Tr. Waxabachie, Texas 75167– Contact Information – (972)-935-4171 (Client Representation) – Ellis County Representative.**
6. **\*Accept/Approve Director's removal (i.e., Cedric Fields) from the Board of Directors per Section 7 of the Community Services, Inc.'s Bylaws that state in relevant part:**

### **Section 7. Attendance/ Vacancy.**

*“Any Director who is absent from three (3) consecutive regular Board meetings without just cause shall be removed from his/ her position as a Director of the Board. The Board Secretary shall make the Director aware of his/ her successive absences after two (2) consecutive meetings and the actions which may be taken by the Board of Directors in accordance with Section IX after three (3) consecutive unexcused absences.” (Note: Appoint Treasurer)*

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7. **\*Consent Agenda:**

a. **\*Accept/Approve Minutes:** CSI Board of Director's Meeting held September 25, 2018.

**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) – TBD – 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 Update

○ Strategic Planning - Staff/Committee Activities

○ Needs Assessment Update Activities

✓ Community Transit Service – Katie Ragan/Arelette 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
Sept. - 2018	4,362	17,275	952	10	0	24

*Total Transit Revenue for the month of September - \$5,216.00 based on fares collected.*

MAGNET Home Delivered Meals – Doris Anderson

Monthly Reports - MAGNET Program						
Sep-18						
	Title XX		Superior		Molina	
Meals	1,230		30		118	
Rate	\$ 4.95		\$ 6.12		\$ 5.51	
<b>Billed</b>	<b>\$6,088.50</b>		<b>\$183.60</b>		<b>\$650.18</b>	<b>\$ 6,922.28</b>
<i>Total Billed for Reporting Period</i>						<b>\$ 6,922.28</b>

*CSBG Contract Supported Meals – 517 meals served for the reporting period.*

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## ✓ CEO's Update & Annual Analysis (Service Delivery) – Daniel Edwards

8. Board Chair to appoint Evaluation Committee (i.e., Three Member Panel) to govern Annual Evaluation process of the President/CEO due January 21, 2019.
9. Sharing of Agency Updates, Best Practices, etc. – CSI assisted **(11)** clients and **(3)** households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.
10. Other Business/Announcements.
  - ✓ **Next Board Meeting January 15, 2019, same time & location unless agency business needs dictate otherwise.**

### Executive Session<sup>1</sup>

11. \*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

12. \*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.

13. 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.*