

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



2019-5
FILED FOR RECORD

AT 2:05 O'CLOCK - P.M.

JAN 10 2019

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, January 15, 2019

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS

DEPUTY

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. **Introduction and seating – Clara Jo McMillan (i.e., Private Candidate Nominee) – P.O. Box 160, Kerens, Texas 75144 – Contact Information – Work (903) 396-2971, Cell (903) 851-3953 – Email: cj.mcmillan@hotmail.com (Private Representation) – Navarro County Representative.*
6. ****Consent Agenda:***
 - a. **Accept/Approve Minutes: CSI Board of Director's Meeting held October 30, 2018.*
 - b. **Accept/Approve Budget: Community Services Block Grant FY19 funding Q1 Allocation.*

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Contract Number	Program	Year	Subrecipient	Contract Amount
CSBG – Q1 Allocation				
61190003045	CSBG	2019	Community Services, Inc.	\$378,805.00
CONTRACT DETAILS				
Number	61190003045		Amendment Number 0	
Begin Date	01/01/2019		Status	Routing
End Date	12/31/2019		Amount	\$378,805.00
Effective Date	01/01/2019		Type	Original
Purpose	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.			
Boilerplate	2019-csbg-original-bp-nonprofit			

- c. **Accept/Approve Process Document: Employee Point Evaluation System specific to Community Transit Services (CTS) to fully implement in the FY19 calendar year to govern employee related matters associated with Agency Policy & Procedures.*
- d. **Accept/Approve Amendments and updates to CTS Training Manual specifically sections regarding Policy, Tablet, Wheelchairs/Walkers, Breaks, and Pit Stops on associated pages 2, 4, 13, 14, and 17. (Sections highlighted in red.)*
- e. **Accept/Approve Amendments and updates to CTS Passenger Guide specifically sections regarding Policy and Service Animals and associated pages 3, 4, and 13. (Sections highlighted in red.)*

Staff Reports (Programmatic Reports Distributed On-site Quarterly) – Agency First Quarter Report/Year-End Update

Finance/Audit Committee – Harry Hickey – Financial Reports/Audit/Form 990 Update – FY18 Audit

**Accept/Approve Audit/Finance Committee Recommendation (Financials) – Ruth Woods – Treasurer, Lakeshea Brown – Committee Member and Monetha Fletcher – Committee Member*

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- ✓ 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
Dec. - 2018	3,482	14,073	740	10	0	17

Total Transit Revenue for the month of December - \$4,168 based on fares collected.

MAGNET Home Delivered Meals – **Doris Anderson**

Monthly Reports - MAGNET Program						
Dec. - 2018						
	Title XX	Superior		Molina		
Meals	1,513		31		103	
Rate	\$ 4.95	\$	6.12	\$	5.51	
Billed	\$7,489.35		\$189.72		\$567.53	\$ 8,246.60
<i>Total Billed for Reporting Period</i>						\$ 8,246.60

CSBG Contract Supported Meals – 469 meals served for the reporting period.

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

7. ***(Executive Session) – Certify/Approve Recommendations of the Evaluation Committee appointed at the October 30, 2018 Board of Director's meeting to facilitate the evaluation process for the 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.**

8. 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.

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9. Other Business/Announcements.

- ✓ **Next Board Meeting February 15, 2019, same time & location unless agency business needs dictate otherwise.**

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

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.*