

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, February 26, 2019

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, President/CEO, 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.

Board Representation

<i>Rev. Dairy Johnson</i> President	<i>Private – Navarro County</i>
<i>Lakeshea Brown</i> Vice President	<i>Private – Ellis County</i>
<i>Ruth Woods</i> Treasurer	<i>Public – Navarro County</i>
<i>Jeffery Cardell Enoch, Sr.</i> Secretary	<i>Public – Henderson County</i>
<i>Monetha Fletcher</i>	<i>Public – Rockwall County</i>
Vacant – (Private Sector)	TBD
<i>Andrea Griggs</i>	<i>Client – Hunt County</i>
<i>Socorro Ochoa</i>	<i>Client – Ellis County</i>
<i>Wallace Skipper, Jr.</i>	<i>Client – Navarro County</i>

Housekeeping: The President/CEO and Board of Directors request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside the board room to respond to a page or to conduct a phone conversation.

2019-24
FILED FOR RECORD
AT 12:15 O'CLOCK P.M.

FEB 21 2019

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS
BY CO DEPUTY



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. ***Accept/Approve Reappointment: Henderson County Public Representative Jeffery Cardell Enoch, Sr.**, 5585 County Road 4503, Athens, Texas 75752-6745 - Home Telephone: 903-275-9468 & Office Telephone: 903-677-3515 effective February 7, 2019 by newly seated County Judge Wade McKinney. (See attached Appointment Letter)
7. ***Consent Agenda:**
 - a. ***Accept/Approve Minutes: CSI Board of Director's Meeting held January 15, 2019.**
 - b. ***Accept/Approve Public Transportation Project Grant Agreement Amendment specific to CFDA #: 20526 – TXDOT Project #: BBF 1703 (26) 010_17 Project ID #: 51003032617. Note: Extended thru May 31, 2019.**
 - c. ***Accept/Approve Cost-of-Living Adjustment (COLA) for FY19 at a rate of 2.8% for all-staff to be effective on the next payroll run for Salary Employees specifically 2/28/2019 and for Hourly Employees specifically 3/1/2019. Note: The agency did not recognize the FY18 COLA for all-staff at a rate of 2%.**
 - d. ***Accept/Approve submission of Bylaws to the full Board of Directors and execution of FY19 Conflict of Interest to the full Board of Directors and all-staff of the agency specifically Organizational Standards 5.4 & 5.6.**

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

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

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***Accept/Approve Finance/Audit Committee Recommendation (Financials) – Ruth Woods – Treasurer, Lakeshea Brown – Committee Member and Monetha Fletcher – 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 – **Potential Staff Certification – Current CSBG staff planning to participate.**
 - Strategic Planning - Staff/Committee Activities
 - Needs Assessment Update Activities
- ✓ Community Transit Service – **Katie Ragan**

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
Jan. - 2019	5,233	22,110	1151	10	0	25

Total Transit Revenue for the month of January - \$7,613 based on fares collected.

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

Monthly Reports - MAGNET Program			
Jan-19			
	Title XX	Superior	Molina
Meals	1,628	31	108
Rate	\$4.95	\$6.12	\$5.51
Billed	\$8,058.60	\$189.72	\$595.08
			\$8,843.40
	Total Billed for Reporting Period		\$8,843.40

CSBG Contract Supported Meals – 552 meals served for the reporting period.

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



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.

9. Other Business/Announcements.

- ✓ **Next Board Meeting March 19, 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.***