

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, May 21, 2019

Mission Statement

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

2019-71

FILED FOR RECORD

AT 1:16 O'CLOCK

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

MAY 17 2019

- 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.

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS

BY DEPUTY

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>
<i>Clara Jo McMillan¹</i>	<i>Private – Navarro County</i>
<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>

¹ Note: Ms. Clara Jo McMillan is a returning board member and has previously completed the required training (i.e., Open Meeting/Public Information) – QA/QC Manager has confirmed and updated records and training has been completed with appropriate documentation of certificates. Executive Managements has also completed the orientation.

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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.

Note: Staff should not be using cell phones or other electronic devices unrelated to meeting requirements during the meeting and all devices should be off or on vibrate.

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. ****Consent Agenda:***
 - a. ****Accept/Approve Minutes CSI Board of Director’s Meeting held April 30, 2019.***
 - b. ****Accept/Approve Budget: Community Services Block Grant third & fourth quarter allocations.***

CONTRACT DETAILS			
Number	61190003045	Amendment Number	2
Begin Date	01/01/2019	Status	Routing
End Date	12/31/2019	Amount	\$1,515,220.00
Effective Date	04/15/2019	Type	Amendment
Purpose	To add third and fourth quarter FY 2019 funds in an amount of \$757,610.00. 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 Category 6, Organizational Standard 6.5: Strategic Plan Progress reports by Program/Department.***
- d. ****Accept/Approve FY19 Project Grant Agreement (PGA) - RPT 1902 (12)39_19 - 5311-2019-CSI-00049 has been fully executed.***

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PROJECT BUDGET

#	Description	Fuel Type	# of Units	Award Amount	State Match	Local Match	In-Kind Match	Total Funds	TDC	Match Ratio	TDC Amount
1	Project Administration - 11.79.00		1	\$184,415	\$46,104			\$230,519			0
2	Operating - 30.09.01		1	\$224,277	\$224,277			\$448,554			0
Totals:				\$408,692	\$270,381	\$0	\$0	\$679,073			0

- e. **Accept/Approve Americans with Disabilities (ADA) Policy specific to Community Transit Services Program.*
- f. **Accept/Approve Passenger Guide specific to Community Transit Services Program.*
- g. **Accept/Approve Process Document required to track Transportation trips both Rural/Urban specific to Community Transit Services Program. Note: Required for proper billing allocation of Texas Department of Transportation funds.*
- h. **Accept/Approve Category 4, Organizational Standard 4.5: updated Succession Plan.*
- i. **Accept/Approve Out of State Travel for board members Monetha Fletcher & Dairy Johnson to attend CAPLAW Conference. See Information Below:*

WHERE: 2019 CAPLAW National Training Conference @ The Westin Charlotte, Charlotte, NC

WHEN: June 19 - 21, 2019

ABOUT: The CAPLAW conference attracts over 600 attendees from across the country each year. Nearly 75% of the attendees are senior staff and board members from CAAs (non-profit and government human services providers), Head Start Programs, and nonprofit organizations receiving federal grant funds. The conference delivers a packed lineup of workshops in HR, governance, financial, sustainability, and program tracks.

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

**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 have been accepted and are participating in the program.

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- 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
April-2019	5,288	23,786	1,175	14	0	24

Total Transit Revenue for the month of March- \$8,272.00 based on fares collected.

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

Monthly Reports - MAGNET Program				
	19-Apr			
	Title XX	Superior	Molina	
Meals	1,496	30	103	
Rate	\$4.95	\$6.12	\$5.51	
Billed	\$7,405.20	\$183.60	\$567.53	\$8,156.33
<i>Total Billed for Reporting Period</i>				\$8,156.33
<i>CSBG contract supported meals - 357 & TDA contract supported meals - 121 served for the reporting period for a combined total of 478 meals covered through other sources other than DADS. No Client denied service.</i>				

- ✓ CEO's Update & Q1 Wrap-up Analysis (Service Delivery) & Real Estate Update – Executive Session if Required) – **Daniel Edwards**

6. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (3) clients and (1) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

7. Other Business/Announcements.

- ✓ Key Responsibilities of a Tripartite Board (Topic – Mission);
- ✓ Role of a Tripartite Board – Workshop – 4/30/2019;
- ✓ A Few Brief Points About How a Board of Directors Operates – Workshop – 3/26/2019;



- ✓ Legal Requirements Governing Tripartite Boards – Workshop – 2/26/2019; and
- ✓ Next Board Meeting June 25, 2019 – same time & location unless agency business needs dictate otherwise.

Executive Session²

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, 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.***