

Community Services, Inc.

Toll Free / 800-831-9929 Office / 903-872-2401 Fax / 903-872-0254

P.O. Box 812 • Corsicana, Texas 75151-0612

Created to Serve



MEETING NOTICE – COMMUNITY SERVICES, INC. BOARD OF DIRECTORS

2019-101

Holiday Inn Express & Suites Corsicana

Address: 620 Bryant's Way, Corsicana, TX 75109 – Phone: (903) 641-0450

6:00 P.M. Tuesday, July 30, 2019

Mission Statement

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

FILED FOR RECORD
AT 11:19 O'CLOCK a.m.

JUL 25 2019

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS

BY [Signature] DEPUTY

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

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

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Housekeeping: The President/CEO and Board of Directors request that all cell phones and pagers be turned off or set on 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 June 25, 2019.**
 - b. ***Accept/Approve Additional Community Services Block Grant funds specific to Contract 61180003111 for additional funds specifically for Direct Client Services.**

| CONTRACT DETAILS | | | |
|------------------|--------------------------------------|------------------|-------------|
| Number | 61180003111 | Amendment Number | 0 |
| Begin Date | 05/23/2019 | Status | Active |
| End Date | 09/30/2019 | Amount | \$99,215.00 |
| Effective Date | 05/23/2019 | Type | Original |
| Purpose | To provide direct client assistance. | | |

- c. ***Accept/Approve Strategic Plan Progress report for the Finance Division specific to Organizational Standard 6.5.**
- d. ***Accept/Approve Reviewed/Revised Accounting Manual specific to Organizational Standard 6.5. (Note: This standard is applicable to fiscal policies and is on a 2 year cycle and was last approved on 4/26/2018.).**
- e. ***Accept/Approve CAP 2020 Update as required to comply with contract requirements.**

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- f. **Accept/Approve CIS/Community Initiative 2020 Update as required to comply with contract requirements.*
- g. **Accept/Approve PY2020 Proposed Budget as presented to the general public during the Public Hearing held July 15, 2019.*

| TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET PY 2020 | |
|--|---|
| <i>Please enter the requested information into the yellow highlighted cells on each page and sign the Summary Page below</i> | |
| Sub-recipient: | Community Services, Inc. |
| Service Area: | Anderson, Collin, Denton, Ellis, Henderson, Hunt, Kaufman, Navarro, Rockwall, and Van Zandt |
| CSBG Allocation: | \$ 1,509,229.00 |

| BUDGET CATEGORIES | AMOUNT |
|--|------------------------|
| B.1 Personnel | \$ 607,383.70 |
| B.2 Fringe Benefits | \$ 288,140.00 |
| B.3 Travel | \$ 29,900.00 |
| B.4 Equipment | \$ 16,432.00 |
| B.5 Supplies | \$ 11,892.40 |
| B.6 Contractual | \$ 72,630.90 |
| B.7 Other/B.8 Client Services | \$ 482,850.00 |
| B.9 Indirect Costs <small>(If subrecipient has an approved Indirect Cost Rate Agreement from cognizant agency, enter detail on B.9)</small> | \$ - |
| TOTAL BUDGET* | \$ 1,509,229.00 |

- h. **Accept/Approve CSBG/CTS Customer Satisfaction Survey findings and analysis as required to comply with Organizational Standard 1.3.*

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- i. **Accept/Approve Reviewed Cost Allocation Plan as required to comply with Organizational Standard 8.12. Note: (Note: This standard is applicable to fiscal policies and is on a 2 year cycle.)*
- j. **Accept/Approve Customer Satisfaction Survey Policy Update to capture appropriate responsible positions involved in the annual process.*
- k. **Accept/Approve Community Transit Services Delegation of Signature Authority Approval to update Name/Functional Title as associated with Documents/Conditions to ensure proper Compliance/Governance with Texas Department of Transportation.*
- l. **Accept/Approve Standards requiring presentation to or approval by Board of Directors on an annual basis.*

Organizational Standards for Private Organizations 2018-2019

Standards requiring presentation to or approval by Board of Directors on an annual basis.

Category 1: Consumer Input and Involvement Standard 1.3

Category 4: Organizational Leadership Standards 4.4, 4.5 and 4.6

Category 5: Board Governance Standard 5.9

Category 6: Strategic Planning Standard 6.5

Category 7: Human Resources Management Standards 7.4, 7.5, and 7.7

Category 8: Financial Operations & Oversight Standards 8.2, 8.3, 8.4, 8.6, 8.7, 8.9, 8.10, and 8.12

Category 9: Data and Analysis Standard 9.3

OS 1.3 Documentation - The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

Outstanding – The revised policy and the findings related to CSBG & CTS data needs to be presented and approved/accepted. All items are on this agenda.

OS 4.4 Documentation - The governing board receives an annual update on the success of specific strategies included in the Community Action plan.

Outstanding – Scheduled to be on August Board meeting agenda.

OS 4.5 Documentation - The Organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.

Completed, approved and uploaded.

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OS 4.6 Documentation - An organization-wide risk assessment has been completed within the past 2 years and reported to the governing board.

Completed, approved and uploaded - This particular Standard is on a 2-year cycle.

OS 5.9 Documentation - The Organization's governing board receives programmatic reports at each regular board meeting.

Ongoing, documents to be uploaded after August meeting – Outstanding – Due to be approved at the August Board meeting to comply with Funder due dates.

OS 6.5 Documentation - The governing board has received an update(s) on meeting the goals of the Strategic Plan within the past 12 months.

Outstanding - All Programs and Departments presented/updated – pending Finance Division Progress Report?

OS 7.4 Documentation - The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.

Completed, approved and uploaded.

OS 7.5 Documentation - The governing board reviews and approves CEO/executive director compensation within every calendar year.

Completed, approved and uploaded.

OS 7.7 Documentation - The organization has a whistleblower policy that has been approved by the governing board.

Met per Field Assessment Guide – in Employee Handbook.

OS 8.2 Documentation - All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.

Outstanding

OS 8.3 Documentation - The organization's auditor presents the audit to the governing board.

Outstanding

OS 8.4 Documentation - The governing board formally receives and accepts the audit.

Outstanding

OS 8.6 Documentation - The IRS Form 990 is completed annually and made available to the governing board for review.

Outstanding

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OS 8.7 Documentation - The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position.

Ongoing, documents to be uploaded after August meeting.

OS 8.9 Documentation - The governing board annually approves an organization-wide budget.

Outstanding

OS 8.10 Documentation - The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.

Met per Field Assessment Guide – This particular Standard is on a 2-year cycle and last approved on 4/26/2018.

OS 8.12 Documentation - The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.

*** Presentation to or approval by Board not stated in the Organizational Standards but is integral to the Fiscal processes and annual review of the cost allocation functions as applicable to the transactional fund accounting. This process is driven by Generally Accepted Accounting Principles (GAAP) and the Uniform Grant Management Standards (UGMS).¹*

OS 9.3 Documentation - The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.

Outstanding – Due to be approved at the August Board meeting to comply with Funder due dates.

m. *Accept/Approve Board update regarding recent training for board members Monetha Fletcher & Dairy Johnson regarding attendance to the 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.

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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 – April/May) (Financials, FY18 Final Audit Report, Form 990 as presented, & Annually Reviewed Cost Allocation Plan effective 11/1/2018 and due to be revised 01/01/2020.) – Ruth Woods – Treasurer, Lakeshea Brown – Committee Member – Monetha Fletcher – Committee Member – Andrea Griggs (Note: Financials for April were tabled and require approval along with financials for May.)**

- ✓ 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 ROMA Implementer program. Previous training was held on June 13, 2019 at Serve Denton location. Staff are in the final stages of Certification process.
 - 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 |
|------------|--------------------------------|-----------------------------|-----------------------------|---|-------------------------------|-----------------|
| June-2019 | 5,230 | 23,144 | 1,121 | 14 | 0 | 25 |

Total Transit Revenue for the month of June- \$7,396.00 based on fares collected.

- ✓ MAGNET Home Delivered Meals – Doris Anderson, DeAndrea Motter, and Gina Stanford

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Monthly Reports - MAGNET Program

Jun-19

| Title XX | Superior | Molina | | |
|--|------------|----------|----------|--------------------|
| Meals | 1,572 | 30 | 100 | |
| Rate | \$4.95 | \$6.12 | \$5.51 | |
| Billed | \$7,781.40 | \$183.60 | \$551.00 | \$ 8,516.00 |
| Total Billed for Reporting Period | | | | \$ 8,516.00 |

CSBG Contract Supported Meals – 455. Note: No client is denied service.

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

6. 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.

7. Other Business/Announcements. Note: All topics listed below are Board Workshops to ensure ongoing training for Board of Directors.

- ✓ Key Board Responsibilities – (Topic – Planning)
- ✓ Key Responsibilities of a Tripartite Board – (Topic – Mission) – 5/21/2019;
- ✓ 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 August 20, 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.

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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.*