

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



FILED FOR RECORD
AT 3:50 O'CLOCK P.M.

MEETING NOTICE COMMUNITY SERVICES, INC. (CSI) BOARD OF DIRECTORS

SEP 20 2019

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS

BY _____ DEPUTY

Hampton Inn & Suites Corsicana

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

6:00 P.M. Tuesday, September 24, 2019

2019-139

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

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>



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 August 27, 2019.*
 - b. **Accept/Approve Amended Agency Procurement Policy to incorporate recommended changes and additions requested by the Department of Housing and Community Affairs (TDHCA). Note: This is the result of the recent Monitoring Report of On-Site Review Conducted July 8 – 10, 2019, Contract Nos. 61190003045 and 61180002853 August 30, 2019. Report language is below.*

Required Corrective Action:

Community Services, Inc. must perform the following corrective actions:

- Update CSI's Procurement Policies to clarify procedures for amending or extending requests for proposals. This should include a minimum period of advance notice and a method of public advertisement. Please submit a copy of the revised Policies to the Department by September 30, 2019.

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- c. ***Accept/Approve** Amendment No. 28 from Health and Human Services Commission specific to the Home Delivered Meals Program Contract No. 0001549000 as amended and applicable to "Budget Period" October 1, 2019 – September 30, 2020. Amended changes will also increase the reimbursement unit meal rate from \$4.95 to \$5.31 for the upcoming contract/budget period.

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

Finance/Audit Committee – Harry Hickey – Financial Reports

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

- ✓ CSBG activities – Kandi Sessions/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. 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
August-2019	5,673	24,709	1,248	12	0	27

Total Transit Revenue for the month of August - \$7,382.00 based on fares collected.

- ✓ MAGNET Home Delivered Meals – Gina Stanford/Daniel Edwards



Monthly Reports - MAGNET Program

Aug-19						
Title XX		Superior		Molina		
Meals	1,735	31	84			
Rate	\$ 4.95	\$ 6.12	\$ 5.51			
Billed	\$8,588.25	\$189.72	\$462.84	\$	9,240.81	
Total Billed for Reporting Period				\$	9,240.81	
<i>CSBG Contract Supported Meals -514.</i>						

- ✓ CEO's Update & Q2 Wrap-up Activities/Analysis (Service Delivery) & Real Estate Update – Executive Session if Required – Daniel Edwards

7. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (12) clients and (2) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

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

- ✓ Key Board Responsibilities – (Topic – Planning)
- ✓ Next Board Meeting October 15, 2019 – same time & location unless agency business needs dictate otherwise.

Executive Session¹

9. *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

10. *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.

11. *Adjourn.

¹

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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.*