

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. (CSI) BOARD OF DIRECTORS

2019-157

Hampton Inn & Suites Corsicana

Address: 623 Bryant's Way, Corsicana, TX 75109 – Phone: (903) 872-2238
6:00 P.M. Tuesday, October 29, 2019

FILED FOR RECORD

OCT 22 2019

Mission Statement

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

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

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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 September 24, 2019.*
 - b. **Accept/Approve Amended Process Document: Employee Point Evaluation System specific to Community Transit Services (CTS) to govern employee related matters associated with Agency Policy & Procedures.*
 - c. **Accept/Approve Project Grant Agreement Amendment #1 as cited below and see Project Budget specific to Project Administration and Operating line item amounts.*

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 – September**) – Ruth Woods – Treasurer, Lakeshea Brown – Committee Member – Monetha Fletcher – Committee Member – and Andrea Griggs Committee Member.*

- ✓ CSBG activities – Kandi Sessions/Denise Freeman

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- 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 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 |
|--------------|--------------------------------|-----------------------------|-----------------------------|---|-------------------------------|-----------------|
| Sept. - 2019 | 5,262 | 21,576 | 1,159 | 12 | 0 | 23 |

Total Transit Revenue for the month of September \$9,466.00 based on fares collected.

✓ MAGNET Home Delivered Meals – Gina Stanford

| Monthly Reports - MAGNET Program | | | | | | |
|--|-------------------|-----------------|-----------------|-----------|-----------|-----------------|
| Sep-19 | | | | | | |
| Title XX | Superior | | Molina | | | |
| Meals | 1,605 | 30 | 102 | | | |
| Rate \$ | 5.31 | \$ 6.12 | \$ 5.51 | | | |
| Billed | \$8,522.55 | \$183.60 | \$562.02 | \$ | \$ | 9,263.97 |
| Total Billed for Reporting Period | | | | \$ | \$ | 9,263.97 |
| CSBG Contract Supported Meals - 478 | | | | | | |

- ✓ CEO's Update & Q3 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 (12) clients and (2) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

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

- ✓ Key Board Responsibilities – (Topic – Engagement)
- ✓ Next Board Meeting November 19, 2019 – same time & location unless agency business needs dictate otherwise.

Executive Session¹

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.