

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

Community Services, Inc. – Administrative Offices

Address: 302 Hospital Drive, Corsicana, TX 75110 – Phone: (903) 875-3721

6:00 P.M. Tuesday, January 28, 2020

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

2020 - 9
FILED FOR RECORD
AT 3:00 O'CLOCK P.M.

JAN 22 2020	
Rev. Dairy Johnson <i>President</i>	SHERRY DOWD, County Clerk NAVARRO COUNTY, TEXAS <i>Private – Navarro County</i>
Lakeshea Brown <i>Vice President</i>	BY _____ DEPUTY <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 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 October 29, 2019 and December 10, 2019.
 - b. ***Accept/Approve Budget:** Community Services Block Grant FY20 funding Q1 Allocation.

CONTRACT DETAILS			
Number	61200003217	Amendment Number	0
Begin Date	01/01/2020	Status	Active
End Date	12/31/2020	Amount	\$209,905.00
Effective Date	01/01/2020	Type	Original
Purpose	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 receipt of Monitoring Reports as required by Organizational Standards 6.10 (c) (1) & 6.213 (b) (7) (G) received from the Texas Department of Housing and Community Affairs (TDHCA) as a result of the on-site review conducted July 8-10, 2019 and dated August 30, 2019, October 31, 2019 & January 10, 2020. Reports Included!**
- d. ***Accept/Approve updated Cost Allocation Plan to comply with Organizational Standards and specifically Organizational Standard 8.12.**

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- e. ***Accept/Approve** FY20 Organizational-Wide Agency Budget annually to comply with Organizational Standard 8.9 as presented to the Audit and Finance Committee and full board. **Full Final Agency-Wide Budget included in full board packet.**
- f. ***Accept/Approve** updated Community Transit Service ADA Policy.
- g. ***Accept/Approve** updated Community Transit Service Passenger Guide – English and Spanish versions.
- h. ***Accept/Approve** updated Community Transit Service Training Manual.
- i. ***Accept/Approve** updated FY20 Payroll Calendar.
- j. ***Accept/Approve** updated FY20 Holiday Schedule in English and Spanish.
- k. ***Accept/Approve** Texas Department of Agriculture (TDA) 2020 application notice of award to the Texans Feeding Texans: Home-Delivered Meal Grant Program (HDM) has been approved for **HDM-17-5005, Community Services, Inc. - Navarro County** has been awarded a grant totaling \$13,860.84.
- l. ***Accept/Approve** amendments and enhancements to current Accounting Manual specifically in the areas of Cash Management, Stale Checks, and Protocol for Issues Involving Prior Period Checks. See Attachment – Note: Final draft of updated document will be disseminated once updated.
- m. ***Accept/Approve** The 1.6 percent cost-of-living adjustment (COLA) for all staff to be effective immediately with benefits payable in January 2020.

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

✓ Finance/Audit Committee – Lori Clemons/Daniel Edwards – **Financial Reports *Accept/Approve** Finance/Audit Committee Recommendation **(Financials – December & Year-End Recap)** – 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 – Two of the three CSBG staff are complete and the remaining member is in the final stages of Certification process.

▪ Strategic Planning - Staff/Committee Activities

▪ Needs Assessment Update Activities

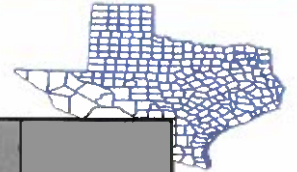
✓ Community Transit Service – Katie Ragan

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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
December 2019	3,995	16,085	884	12	0	16

Total Transit Revenue for the month of December \$4,928.00 based on fares collected.

TxDOT Update:

Score Legend for Compliance Only	
0 to 10	Low Score
11 to 60	Medium Score
61 +	High Score

The Compliance Score is what TxDOT focus' on because these are non-compliance findings/issues/deficiencies. These deficiencies mean the agency is not following federal, state, TxDOT or their own policies, procedures, and regulations.

Community Services, Inc. had a compliance score of 90. This score was due to:

- PTN129 Annual Review had:
 - 1 Financial Deficiency
 - 2 Programmatic Deficiencies: 1) Asset Management 2) ADA
- Single Audit stated the agency could not be considered low risk.

✓ MAGNET Home Delivered Meals – Gina Stanford

Monthly Reports - MAGNET Program				
Dec-19				
	Title XX	Superior	Molina	
Meals	1,726	31	126	
Rate	\$ 5.31	\$ 6.12	\$ 5.51	
Billed	\$9,165.06	\$189.72	\$694.26	\$10,049.04
Total Billed for Reporting Period				\$10,049.04
CSBG Contract Supported Meals - 636				

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- ✓ CEO's Update & Q4 Wrap-up Activities/Analysis (Service Delivery) & Real Estate Update – Executive Session if Required – Daniel Edwards

6. ***Accept/Approve** Director's removal (i.e., Wallace Skipper, Jr.) from the Board of Directors per Section 7 of the Community Services, Inc.'s Bylaws that state in relevant part:

Section 7. Attendance/Vacancy.

"Any Director who is absent from three (3) consecutive regular Board meetings without just cause shall be removed from his/her position as a Director of the Board. The Board Secretary shall make the Director aware of his/her successive absences after two (2) consecutive meetings and the actions which may be taken by the Board of Directors in accordance with Section IX after three (3) consecutive unexcused absences."

7. ***(Executive Session) – Certify/Approve** Recommendations of the Evaluation Committee appointed at the October 30, 2018 Board of Director's meeting to facilitate the annual evaluation process for the Executive Director's Annual Evaluation Focal Point/Review and all discussion points from the full Board of Directors. *Note: All recommendations and actions taken will be made in Open Session.*

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

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

- ✓ **Key Board Responsibilities – (Topic – Generating Funds)**
- ✓ **Next Board Meeting February 18, 2020 – 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.**

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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.***