

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, February 25, 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

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>

2020-24
FILED FOR RECORD
 AT 1:50 O'CLOCK P.M.
 FEB 21 2020
 BERRY DOWD, County Clerk
 NAVARRO COUNTY, TEXAS
 BY DEPUTY

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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 January 28, 2020.*
 - b. **Accept/Approve Budget: Community Services Block Grant FY20 funding Q1 Allocation of the outstanding balance not received in the initial disbursement from the Department.*

CONTRACT DETAILS			
Number	61200003217	Amendment Number	1
Begin Date	01/01/2020	Status	Routing
End Date	12/31/2020	Amount	\$383,580.00
Effective Date	01/02/2020	Type	Amendment
Purpose	To add the balance of first quarter FY 2020 funds in an amount of \$173,675.00 and add Section 10 D. Household Data. 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.		

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FUNDING DETAILS		
Fund Source	Year	Amount
CSBG HHS (1st funds of allocation award amount)	2020	\$209,905.00
CSBG HHS (Balance of 1st quarter funds)	2020	\$173,675.00
Total Funds		\$383,580.00

- c. **Accept/Approve Mission Statement: Review, discuss and determine if current Mission Statement achieves/meets the requirements as outlined in Organizational Standard 4.1 under Category 4 cited below.*

Category 4: Organizational Leadership

Standard 4.1 Documentation - The governing board has reviewed the organization's mission statement within the past 5 years and assured that: 1.The mission addresses poverty; and 2.The organization's programs and services are in alignment with the mission.

There are three requirements to demonstrate that the governing board has reviewed the mission statement:

1) Within the past 5 years;

And

2) Assure mission statement addresses poverty; "Addresses poverty" does not require using the specific word poverty but needs to address the issue of poverty. Language such as, but not limited to, low-income, self-sufficiency, economic security, etc. are possible terms that can be used to address poverty.

And

3) The services offered are in alignment with the mission.

Documentation needed: Minutes from a board meeting that shows the governing board reviewed and approved the mission statement and any applicable changes. The mission statement is broad enough to address all of the agencies services in addition to addressing poverty.

It is the board that determines if the programs and services are in alignment with the mission.

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

- ✓ Finance/Audit Committee – Lori Clemons/Elizabeth Saegert – Financial Reports

**Accept/Approve Finance/Audit Committee Recommendation (Financials – January) – 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 team members have completed process and one remaining member is 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
January 2020	4,983	22,181	1,157	12	0	24

Total Transit Revenue for the month of January \$6,951 based on fares collected.

Note: This section purposely left blank to ensure a full table on the next page.

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✓ MAGNET Home Delivered Meals – Gina Stanford

Monthly Reports - MAGNET Program				
Jan-20				
	Title XX	Superior	Molina	
Meals	1,816	31	129	
Rate	\$5.31	\$6.12	\$5.51	
Billed	\$9,642.96	\$189.72	\$710.79	\$10,543.47
<i>Total Billed for Reporting Period</i>				\$10,543.47
CSBG Contract Supported Meals - 773				

✓ CEO's Update & Mid Q1 Activities/Analysis (Service Delivery) & Funder Relations Update – Executive Session if Required – Daniel Edwards

6. 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.

7. 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 March 17, 2020 – 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.

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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.*