

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

2020-74

Address: 302 Hospital Drive, Corsicana, TX 75110 – Phone (903) 872-2401

FILED FOR RECORD

6:00 P.M. Tuesday, June 30, 2020 AT 9:55 O'CLOCK a M.

Mission Statement

JUN 26 2020

The mission of Community Services, Inc. is to provide support services that empower individuals, families and communities directly and through mutual collaborations with community partners leading to self-sufficiency.

SHERRY DOWD, County Clerk

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

<i>Lakeshea Brown – Term Ends 06/2020</i>	
<i>President</i>	<i>Private – Ellis County</i>
<i>Monetha Fletcher</i>	
<i>Vice President</i>	<i>Public – Rockwall County</i>
<i>Ruth Woods</i>	
<i>Treasurer</i>	<i>Public – Navarro County</i>
<i>Jeffery Cardell Enoch, Sr.</i>	
<i>Secretary</i>	<i>Public – Henderson County</i>
<i>Clara Jo McMillan</i>	<i>Private – Navarro County</i>
<i>Andrea Griggs – Officially Resigned – 6/18/2020</i>	<i>Client – Hunt County</i>
<i>Socorro Ochoa</i>	<i>Client – Ellis County</i>
<i>Vacant</i>	<i>Private – Navarro County</i>
<i>Vacant</i>	<i>Client – Navarro County</i>
<i>(Agency Management/Staff has initiated democratic process to fill vacancy and will be posting ad locally and via agency website.)</i>	

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Housekeeping: The President/CEO and Board of Directors request that all cell phones and other devices 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. ***Introduction and Seating – Reverend Dairy Johnson (i.e., Private Candidate Nominee) – 221 Hampton Ave., Corsicana, Texas 75110 – Contact Information – Work (903) 875-7372, Cell (903) 493-3922 – Email: dairy.johnson@navarrocollege.edu (Private Representation) – Navarro County Representative.**
6. ***Consent Agenda:**
 - a. ***Accept/Approve Minutes: CSI Board of Director’s Meeting held May 26, 2020.**
 - b. ***Accept/Approve CARES Act Contract #61200003338 total award of \$2,151,190 to provide relief to low-income individuals economically impacted by COVID-19.**

CONTRACT DETAILS			
Number	61200003338	Amendment Number	0
Begin Date	03/27/2020	Status	Routing
End Date	07/31/2021	Amount	\$2,151,190.00
Effective Date	03/27/2020	Type	Original
Purpose	CARES Act Contract to provide for relief of low-income individuals economically impacted by COVID-19.		

- c. ***Accept/Approve CSBG CARES Act requirements associated with contracts released on June 9, 2020, specific to the CARES Needs Assessment, CAP, and Budget – due July 9, 2020.**

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- d. ***Accept/Approve** CARES Act Contract CAF 2001 (12) 072_20 for a total award of \$836,557 to be expended by 10/31/2020 & Contract BBF 2001 (33) 069_20 for a total award of \$71,827 for the equipment purchase (i.e. Expand Van) as cited below.

CAF 2001 (12) 072_20	Total Award	Contract Period
Project Administration	\$297,301	3/1/2020 – 10/31/2020
Emer Relief- Operating 100%	\$539,256	3/1/2020 – 10/31/2020

BBF 2001 (33) 069_20	Total Award	Contract Period
Expand Van	\$71,827	6/2/2020 – 12/31/2021

- e. ***Accept/Approve** Community Transit Services Rural Public Transportation Title VI Policy update.
- f. ***Accept/Approve** FEDERAL AWARD IDENTIFICATION NUMBER (FAIN): TX-2017-058-00, TX-2019-034-00

FEDERAL AWARD PERFORMANCE PERIOD:

TX-2017-058-00: September 13, 2017 – July 30, 2022

TX-2019-034-00: May 20, 2019 – December 29, 2023

SUBAWARD AMOUNT: \$247,711 (\$162,810 FEDERAL + \$37,180 STATE + \$47,721 LOCAL + 15,582 TDC)

- g. ***Accept/Approve** Hazardous Pay Policy specifically to respond to COVID-19 and potential to provide additional compensation to essential employees.

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

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

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

- ✓ CSBG activities – Kandi Sessions, Rachel Adetokunbo, Richetta Okotcha, & Denise Freeman

- Program Specific Updates – (New Hires);

CSBG Contract, Budget, CAP Strategies/Implementation Activities

- CSI- Targets/Outcomes & Services/Outputs
- ROMA Cycle & ROMA Next Generation (NG) – Implementation Activities Update – QA/QC Manager running point on this process. – Denise Freeman
- Strategic Planning - Staff/Committee Activities

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- Needs Assessment, CAP, & Budget Update Activities – CSBG Team working to generate NA specific to COVID-19 funds as well as CAP/Budget.

✓ 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
May 2020	1,736	11,243	614	12	0	26

Due to COVID-19 Transit Operations have been augmented to reduce driver/rider contact and fares are not collected. Agency/Program management plans to keep process in place through year-end and will reassess at that time.

✓ MAGNET Home Delivered Meals – Gina Stanford

Monthly Reports - MAGNET Program					
May-20					
	Title XX	Superior		Molina	
Meals	2,611	-		83	
Rate	\$ 5.31	\$ 6.12	\$	5.51	
Billed	\$13,864.41	\$0.00		\$457.33	\$ 14,321.74
Total Billed for Reporting Period					\$ 14,321.74
CSBG Contract Supported Meals -1,251					

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

7. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (4) clients and (4) 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 – Strategic Performance)
- ✓ Next Board Meeting July 21, 2020 – same time & location unless agency business needs dictate otherwise.

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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.

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.*