

# 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, September 22, 2020**

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

**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**

2020-117  
**FILED FOR RECORD**

Monetha Fletcher	AT <u>3:02</u> O'CLOCK <u>P</u> M.	
<i>President</i>	SEP 15 2020	Public – Rockwall County
<i>Vacant</i>	SHERRY DOWD, County Clerk NAVARRO COUNTY, TEXAS	<i>Representation Class &amp; County TBD</i>
Ruth Woods	BY <u>160</u> DEPUTY	
<i>Treasurer</i>		Public – Navarro County
Jeffery Cardell Enoch, Sr.		Public – Henderson County
<i>Secretary</i>		
Clara Jo McMillan		Private – Navarro County
Reverend Dairy Johnson		Private – Navarro County
Lakeshea Brown		Private – Ellis County
<i>Vacant</i>		<i>Client – Ellis County</i>
<i>Vacant</i>		<i>Client – County TBD</i>
<i>Vacant</i>		<i>Client – Navarro County</i>
<i>(Agency Management/Staff has completed the democratic process to fill vacancy and due to limited response will roll out and run this process again to ensure compliance with Contract and applicable TAC Rules.) This process will run concurrent to fill all client representative vacancies in respective Counties.</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. Nominations.
5. Officers Elections (Secret Ballot).
6. **\*Accept/Approve** Nominations Committee submission of proposed new slate of officers (i.e., Vice President vacated by previous member) to be elected effective immediately to fill Board Vice President's seat due to term ending for Lakeshea Brown former Vice President. (See Secret Ballot Form)

**\*Approval of Agenda as submitted.**

### 7. **\*Consent Agenda:**

**(All matters listed are considered to be routine by the Agency and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board of Directors. The item may subsequently be removed from the Consent Agenda to be considered separately.)**

- a. **\*Accept/Approve Minutes:** CSI Board of Director's Meeting held August 25, 2020.
- b. **\*Accept/Approve** Give President/CEO authorization to enter Community Services, Inc. (Hereinafter "Agency") into agreement with agency bank Community National Bank & Trust of Texas to incur said debt cited below to receive a low interest loan based on collateral in the agency's Savings Account to resolve outstanding matter with Texas Department of Housing and Community Affairs regarding disallowed cost and having the President/CEO execute all documents. Potential Terms: Loan Amount (\$68,260 at roughly 3.54% for 12 months is \$5,754 per month).
- c. **\*Accept/Approve** FY20 Community Services Block Grant Contract amendment which will add the remaining balance of the full FY20 funds and add Section 46. Federal and State Waivers and Alternative Requirements. The Contract Term is 01/01/2020 – 12/31/2020.

Number 61200003217

Amendment Number 3

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- d. *\*Accept/Approve* FY20 Community Services Block Grant CARES Act Contract amendment which will add Section 4. Department Financial Obligations G. COVID-19 related pre-award costs. The Contract Term is 03/27/2020 – 07/31/2021.

Number	61200003338	Amendment Number	1
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- e. *\*Accept/Approve* Contract close-out activities of STATE-R-2019-CSI-00085
- | Budget amount        | Expended  | Balance   |
|----------------------|-----------|-----------|
| Admin: \$90,000      | \$33,062  | \$56,938  |
| Operating: \$345,675 | \$153,316 | \$192,359 |
| Total: 435,675       | \$186,378 | \$249,297 |
- f. *\*Accept/Approve* Application STATE-R-2020-CSI-00204 approved and effective: 9/3/2020 through 12/31/2021 - Budget Amounts include Admin: \$108,000 and Operating: \$324,068 for a combined Total: \$432,068.
- g. *\*Accept/Approve* Application 5311-2020-CSI-00030 approved and effective 9/8/2020 through 12/31/2021 - Budget Amount include Admin: \$269,399 and Operating: \$85,114 for a combined Total: \$354,513.
- h. *\*Accept/Approve* Organizational Standard 1.3 – specifically the amended Customer Satisfaction Policy regarding the timing and when activities will occur on an annual basis.
- i. *\*Accept/Approve* Organizational Standard 5.8 – specifically regarding required Board Training on their duties and responsibilities.
- j. *\*Accept/Approve* Organizational Standard 6.5 – Update on progress meeting goals of the Strategic Plan within the past 12-months.

**Background:**

**Standard 6.5**

The board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.

Documentation must include BOTH of the following:

- 1) Confirmation that progress on all strategic plan goals was received by the board within the past 12 months. (The goals should encompass both programmatic and administrative goals.) AND
- 2) Board meeting minutes that reflect the update to the full board within the past 12 months.

- k. *\*Accept/Approve* Organizational Standard 9.3 – The organization has presented to the board for review or action, at least within the past 12 months, an analysis of the agency’s outcomes and any operational or strategic program adjustments and improvements identified as necessary.

**Background:**

**Standard 9.3**

The organization has presented to the board for review or action, at least within the past 12 months, an analysis of the agency’s outcomes and any operational or strategic program adjustments and improvements identified as necessary. Organizations can meet this standard by having an annual board

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discussion of organization's progress in meeting outcomes (those included in the Community Action Plan, Strategic Plan, and if applicable, any other organizational outcome goals/targets), multiple conversations over the course of the year, or other processes the organization deems appropriate as long as these discussions are reflected in the minutes, with any operational or program adjustments or improvements being noted.

Documentation must include BOTH of the following:

- Board meeting minutes must reflect a presentation of and analysis of the Strategic Plan and Community Action Plan outcome goals/targets followed by board review and action using language that a decision "to modify or not modify" was made. Any adjustments or changes (or no changes) must reflect a motion or resolution with vote results.

AND • Board packet and or presentation materials provided to the board within the last 12 months.

Note: If this organizational standard is met, it will also meet Organizational Standard 6.5 ([See Attachment A in this Packet](#)).

## Staff Reports (Programmatic Reports Distributed On-site Quarterly) – Agency Third Quarter Kickoff Report/Update – Agency Highlights

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

**\*Accept/Approve Audit/Finance Committee Recommendation (Return of Organization Exempt From Income Tax 2018 Form 990 & Financials – August) – Ruth Woods – Treasurer, Monetha Fletcher – Committee Member, and Lakeshea Brown – Committee Member.**

- ✓ CSBG activities – Kandi Sessions, Rachel Adetokunbo, & 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 – QA/QC Manager - Organizational Standards. – Denise Freeman
    - ❖ Strategic Planning - Staff/Committee Activities – Departmental Updates Included in this Packet & Strategic Plan Update.
    - ❖ Needs Assessment, CAP, & Budget Update COVID-19 Activities

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

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✓ 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 2020	2,056	14,350	717	8	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					
Aug-20					
	Title XX	Superior		Molina	
Meals	2,572	62		82	
Rate	\$ 5.31	\$ 6.12	\$	5.51	
Billed	\$13,657.32	\$379.44		\$451.82	\$ 14,488.58
<b>Total Billed for Reporting Period</b>					<b>\$ 14,488.58</b>
<b>FY20 CSBG Contract Supported Food Cost – Equated to 1,160 Meals.</b>					

✓ CEO's Update & Q3 Activities/Analysis (Service Delivery) & Funder Relations/Real Estate Expansion Update – Executive Session if Required – Daniel Edwards

8. 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.

9. 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 October 20, 2020 – same time & location unless agency business needs dictate otherwise.

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## Executive Session<sup>1</sup>

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.

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 to enter Executive Session and also denotes Consent Agenda Items and Action Items.*