

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, October 27, 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.

2020-133

REMINDERS: Dinner for Board Members only served at 5:30 P.M.

FILED FOR RECORD

AT 9:08 O'CLOCK A 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.

OCT 20 2020

Board members must submit mileage stipend reports to ensure timely reimbursement – please make sure all calculations are correct and please sign your report.

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS

BY [Signature] DEPUTY

Board Representation

Monetha Fletcher <i>President</i>	<i>Public – Rockwall County</i>
Reverend Dairy Johnson <i>Vice President</i>	<i>Private – Navarro County</i>
Ruth Woods <i>Treasurer</i>	<i>Public – Navarro County</i>
Jeffery Cardell Enoch, Sr. <i>Secretary</i>	<i>Public – Henderson County</i>
Clara Jo McMillan	<i>Private – Navarro County</i>
Lakeshea Brown	<i>Private – Ellis County</i>
<i>Vacant</i>	<i>Client – Ellis County</i>
<i>Vacant</i>	<i>Client – County TBD</i>
<i>Vacant</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>	<i>Client – Navarro County</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. ***Accept/Approve Board Chair to appoint Evaluation Committee (i.e., Three Member Panel) to govern Annual Evaluation process of the President/CEO due January 21, 2021.**
6. ***Accept/Approve agency's Complaint and Grievance Policy specific to Request for Proposals process associated with Competitive and Sealed Bid process.**
7. ***Accept/Approve Cost of Living Adjustment for FY21 for all staff as determined and as measured by the Consumer Price Index (CPI). Such increases are called Cost-Of-Living Adjustments, or COLAs. CPI has determined a 1.3-percent COLA on October 13, 2020 specific to FY21.**
8. ***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 September 22, 2020.**
 - b. ***Accept/Approve TX DOT Urban Rural internal billing procedure/process.**
 - c. ***Accept/Approve Quarterly Financial Monitoring (PTN-126) – FY20 Quarter 4 (TX DOT).**
 - d. ***Accept/Approve FY20 Annual Audit information Request (TX DOT).**
 - e. ***Accept/Approve Management's recommendation to enter into contracts with sole vendor that responded to agency's Request for Proposals (RFP) for Covered Parking specific to Transit vehicles/buses.**
 - f. ***Accept/Approve Executed PGAs as cited below:**
 - RPT 2101 (12) 39_19
 - Operating - \$184,286
 - Executed – 9/15/2020

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- Expires – 12/31/2021
- RPT 1902 (12)39_19 (Amendment – extension date)
 - Covered Parking – \$156,617
 - Executed – 9/18/2020
 - Expires – 1/31/2021
- ED 1904 (33)074_19 (Amendment – funds added for PM \$55,000)
 - Preventative Maintenance - \$55,000
 - Executed – 9/24/2020
 - Expires – 8/31/2021

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 (Financials – September) – 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

✓ 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
September 2020	2,248	15,498	770	8	0	25

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.

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- ✓ MAGNET Home Delivered Meals – Gina Stanford

Monthly Reports - MAGNET Program				
Sep-20				
	Title XX	Superior	Molina	
Meals	2,644	58	82	
Rate	\$5.31	\$6.12	\$5.51	
Billed	\$14,039.64	\$354.96	\$451.82	\$ 14,846.42
Total Billed for Reporting Period				\$ 14,846.42
<i>FY20 CSBG Contract Supported Food Cost – Equated to 1,245 Meals.</i>				

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

9. 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.

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

- ✓ Key Board Responsibilities – (Topic – Accountability)
- ✓ Next Board Meeting November 17, 2020 – same time & location unless agency business needs dictate otherwise.

Executive Session¹

11. *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

12. *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.

13. *Adjourn.

¹ See Guidance below:

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