

# 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

Administrative Offices – (Doris Anderson Executive Board Room)

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

**6:00 P.M. Tuesday, December 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.

*2020-152*  
**FILED FOR RECORD**

AT 12<sup>00</sup> O'CLOCK P M.

**Board Representation**

Monetha Fletcher <i>President</i>	DEC 28 2020	Public – Rockwall County
Reverend Dairy Johnson <i>Vice President</i>	SHERRY DOWD, County Clerk NAVARRO COUNTY, TEXAS BY <u>[Signature]</u> DEPUTY	Private – Navarro County
Ruth Woods <i>Treasurer</i>		Public – Navarro County
Jeffery Cardell Enoch, Sr. <i>Secretary</i>		Public – Henderson County
Clara Jo McMillan		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>(Agency Management/Staff previously 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. Note: The current pandemic associated with COVID-19 is the main factor for limited participation and poor turnout.</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. Vendor Updates: Aaron L. Johnson, Loan Officer - P.O. Box 624 Corsicana, TX 75151 - Office: 903/641-4592 Fax: 903/641-4509 – Banking Relationship – Community National Bank & Trust of Texas
5. *\*Approval of Agenda as submitted.*
6. *\*Accept/Approve recommendations of management to either enter contracts with approved IT vendor and making the selection from the following RFPs received by the agency as part of the procurement process: 1. ICONIC IT & 2. Switch Technologies. Also, consider if an additional procurement is required to potentially receive more responders if a determination is not reached.*
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 October 27, 2020.*
  - b. *\*Accept/Approve Obligated Community Services Block Grant funds totaling \$1,567,522.00 awarded and approved on December 10, 2020 by Texas Department of Housing and Community Affairs (TDHCA) for FY21.*
  - c. *\*Accept/Approve Resolution for the MCO LTSS Provider re-enrollment for State reimbursements, which requires signature by the Secretary of the Board.*

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

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✓ Finance/Audit Committee – Lori Clemons/Elizabeth Saegert – Financial Reports  
 \*Accept/Approve Audit/Finance Committee Recommendation (Financials – November) – Ruth Woods – Treasurer, Monetha Fletcher – Committee Member, and Lakeshea Brown – Committee Member.

- ✓ CSBG activities – Kandi Sessions, Rachel Adetokunbo, Gina Stanford, & 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!!!
    - ❖ 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
November 2020	1,869	12,154	659	8	0	21

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					
Nov-20					
	Title XX	Superior	Molina		
Meals	2,491	59	81		
Rate	\$5.31	\$6.12	\$5.51		
Billed	\$13,227.21	\$361.08	\$446.31	\$	14,034.60
<b>Total Billed for Reporting Period</b>				\$	<b>14,034.60</b>
<b>FY20 CSBG Contract Supported Food Cost – Equated to 1,252 Meals.</b>					

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

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8. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (14) clients and (6) 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 – Accountability)
  - ✓ Next Board Meeting January 19, 2021 – same time & location unless agency business needs dictate otherwise.

## 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 denotes Consent Agenda Items and Action Items.*

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<sup>1</sup> See Guidance posted below Executive Session