

# 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. BOARD OF DIRECTORS

The Wolens Building - 811 South Main Street - Corsicana, Texas 75110

6:00 P.M. Tuesday, August 28, 2018

### *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, Executive Director, 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.

### 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 not allowed for items on the current agenda.
4. *\*Approval of Agenda as submitted.*
5. *\*Accept/Approve FY17 Audit Presentation for period ending 10/31/2017 and the Form 990 for the same period to comply specifically with Organizational Standard 8.3/8.6 directly and Organizational Standards 8.1, 8.2, 8.4, & 8.5 indirectly as presented by - Richard J. Sowan, Managing Partner - t: 214-545-3965 d: 214-545-3971 m: 214-738-9265 f: 214-545-3966 w: [www.bkmsb.com](http://www.bkmsb.com) or his designee.*



2018-136  
FILED FOR RECORD  
AT 12:55 O'CLOCK P.M.

AUG 23 2018

SHERY DOWD, County Clerk  
NAVARRO COUNTY, TEXAS  
BY [Signature] DEPUTY

6. *\*Consent Agenda:*

- a. *\*Accept/Approve Minutes: CSI Board of Director's Meetings held July 31, 2018.*

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- b. *\*Accept/Approve Community Services, Inc. FY18 Community Action Plan (CAP) per directives from the Texas Department of Housing and Community Affairs (TDHCA) – Hereinafter (Department) and FY19 CAP to meet Department requirements for upcoming contract period. The FY19 CAP will be part of the FY19 Organizational Standards.*
- c. *\*Accept/Approve Community Services, Inc. FY19 proposed allocation of funds specific to Community Services Block Grant upcoming contract period with the Department in the proposed amount and total award of \$1,509,229.00 and based on level funding of FY18 award.*

**Note: FY19 Budget requires Board approval post Public Hearing. The Public Hearing was held on August 15, 2018 – See associated documentation certifying process.**

- d. *\*Accept/Approve Consumer Input data associated with Category 1: Consumer Input and Involvement, and specifically Organizational Standard 1.3 that states in relevant part:  
“The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.”*

**Note: The agency will provide supporting documentation to include the surveys, tally and total of response, and descriptive narrative.**

- e. *\*Accept/Approve Signature Authority – Delegation of Signature Authority Approval Public Transportation Division through the Texas Department of Transportation to maintain President/CEO, Daniel Edwards and Chief Financial Officer, Harry Hickey existing signatory authority and existing officers (i.e., President, Dairy Johnson, Vice President, Lakeshea Brown, and Treasurer, Cedric Fields) to meet FY19 compliance requirements and to assure internal control and continuity of managing agency funds toward complete legal fulfillment of the law as cited on the Delegation of Signature Authority Approval Form.*
- f. *\*Accept/Approve FY19 Organizational-Wide Agency Budget annually to comply with Organizational Standard 8.9 as presented to the Audit and Finance Committee and full board. **Full Final Agency-Wide Budget included in full board packet.***
- g. *\*Accept/Approve Submissions to be uploaded to the Department associated with Organizational Standards that are due annually to ensure compliance and are not cited above in Items #5 and b, c, d, and f above and are listed below in the table. Note: There are 29 listed in the table below, 8 on this agenda, 5 on a 2-year cycle, 7 on a 3-year cycle, and 9 on a 5-years cycle (not including 8.5, which is on the agenda). These numbers total 58 organizational standards that CSI is responsible for to ensure Funder compliance with TDHCA.*

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

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|  |
|--|
| Organizational Standards for Private Organizations                                     |
| Standards maintained on an on-going or annual basis                                    |
| Category 1: Consumer Input and Involvement Standard 1.1                                |
| Category 2: Community Engagement Standards 2.1, 2.3, and 2.4                           |
| Category 4: Organizational Leadership Standards 4.2, 4.3, 4.4, and 4.5                 |
| Category 5: Board Governance Standards 5.1, 5.2, 5.5, 5.7, and 5.9                     |
| Category 6: Strategic Planning Standard 6.5  |
| Category 7: Human Resources Management Standards 7.2, 7.4, 7.5, 7.6, 7.7, 7.8, and 7.9 |
| Category 8: Financial Operations and Oversight Standards 8.7, 8.8, 8.12, and 8.13      |
| Category 9: Data and Analysis Standards 9.1, 9.2, 9.3, and 9.4                         |

## Staff Reports (Programmatic Reports Distributed On-site Quarterly) – Agency Bi-Annual Report/Update

Finance/Audit Committee – **Harry Hickey** – Financial Reports/Audit/Form 990 Update (When Applicable – Audit/Form 990)

*\*Accept/Approve Audit/Finance Committee Recommendation (Financials, FY17 Final Audit Report, Form 990 as presented, & Annually Reviewed/Revised Cost Allocation Plan effective 11/1/2018.) – Cedric Fields – Treasurer, Lakeshea Brown – Committee Member and Ruth Woods – Committee Member*

CSBG activities – **Dee Hatchell/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
  - Strategic Planning - Staff/Committee Activities
  - Needs Assessment Update Activities
- ✓ Community Transit Services – **Katie Ragan/Arelette Cobb**

| 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 |
|------------|--------------------------------|-----------------------------|-----------------------------|---|-------------------------------|-----------------|
| JULY-2018  | 4423                           | 18176                       | 993                         | 10  | 0                             | 25              |

Total Transit Revenue for the month of July - \$5,752.00 based on fares collected.



**MAGNET Home Delivered Meals – Doris Anderson**

| Monthly Reports - MAGNET Program         |                   |                 |                 |           |                 |
|--|-------------------|-----------------|-----------------|-----------|-----------------|
| July FY18                                |                   |                 |                 |           |                 |
| Title XX                                 |                   | Superior        | Molina          |           |                 |
| Meals                                    | 1,409             | 46              | 133             |           |                 |
| Rate                                     | \$ 4.95           | \$ 6.12         | \$ 5.51         |           |                 |
| <b>Billed</b>                            | <b>\$6,974.55</b> | <b>\$306.00</b> | <b>\$732.83</b> | <b>\$</b> | <b>8,013.38</b> |
| <b>Total Billed for Reporting Period</b> |                   |                 |                 | <b>\$</b> | <b>8,013.38</b> |

*CSBG Contract Supported Meals – 248 meals served for the reporting period.*

✓ **CEO's Update – Daniel Edwards**

7. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (8) clients and (3) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.
8. Other Business/Announcements.
  - ✓ **Town Hall meeting scheduled for August 27, 2018 to source for Ellis County Client Representative to fill vacant board seat.**
  - ✓ **Next Board Meeting September 18, 2018, same time & location.**

**Executive Session<sup>1</sup>**

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

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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.*