

# 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

### Hampton Inn & Suites Corsicana

**Address:** 623 Bryant's Way, Corsicana, TX 75109 – **Phone:** (903) 872-2238

**6:00 P.M. Tuesday, March 26, 2019**

### *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, 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>Rev. Dairy Johnson</i><br><i>President</i>         | <i>Private – Navarro County</i>  |
| <i>Lakeshea Brown</i><br><i>Vice President</i>        | <i>Private – Ellis County</i>    |
| <i>Ruth Woods</i><br><i>Treasurer</i>                 | <i>Public – Navarro County</i>   |
| <i>Jeffery Cardell Enoch, Sr.</i><br><i>Secretary</i> | <i>Public – Henderson County</i> |
| <i>Monetha Fletcher</i>                               | <i>Public – Rockwall County</i>  |
| <i>Clara Jo McMillan</i>                              | <i>Private – Navarro County</i>  |
| <i>Andrea Griggs</i>                                  | <i>Client – Hunt County</i>      |
| <i>Socorro Ochoa</i>                                  | <i>Client – Ellis County</i>     |
| <i>Wallace Skipper, Jr.</i>                           | <i>Client – Navarro County</i>   |

**Housekeeping: The President/CEO and Board of Directors request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside the board room to respond to a page or to conduct a phone conversation.**

2019-36  
FILED FOR RECORD  
AT 1:36 O'CLOCK P. M.

MAR 21 2019

SHERRY DCWD, County Clerk  
NAVARRO COUNTY, TEXAS  
BY KO DEPUTY

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## 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. **\*Consent Agenda:**
  - a. **\*Accept/Approve Minutes CSI Board of Director's Meeting held February 26, 2019.**
  - b. **\*Accept/Approve Distracted Driving Process Policy Document for Transit Program.**
  - c. **\*Accept/Approve Close-out of ED 1801 (18) (5310-2017-CSI-00043) & RPT 1701 (33) (5311-2017-CSI-00024)**
  - d. **\*Accept/Approve Amendment approved for PGA BBF 1901 (33) 45 (5339-R-2018-CSI-00109) - Purchase of Accessible Van in the amount of \$53,753.00.**
  - e. **\*Accept/Approve Create and maintain a Coordinating Ad Hoc Committee at the board level to discuss ongoing transportation needs and increase public awareness of available transportation services in our service delivery area.**
  - f. **\*Accept/Approve Second quarter FY19 funds in an amount of \$378,805.00 for a total award to-date of \$757,610.00. To provide CSBG funds to CSBG eligible entities specific to contract 61190003045, who will utilize funds for the reduction of poverty, the revitalization of communities, and the empowerment of low-income families and individuals to become fully self-sufficient.**
  - g. **\*Accept/Approve Category 4: Organizational Leadership 4.6 An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.**
  - h. **\*Accept/Approve Category 9: Data and Analysis 9.4 annual CSBG Information Survey Data Report and it reflects client demographics and organization-wide outcomes.**

## **Staff Reports (Programmatic Reports Distributed On-site Quarterly) – Agency First Quarter Report/Year-End Update – Agency Highlights**

Finance/Audit Committee – Harry Hickey – Financial Reports/Audit/Form 990 Update – FY18 Audit

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

✓ CSBG activities – Dee Hatchell/Denise Freeman

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- Program Specific Updates;
  - CSBG Contract, Budget, CAP Strategies/Implementation Activities
    - CSI- Targets/Outcomes & Services/Outputs
    - ROMA Cycle & ROMA Next Generation (NG) – Implementation Activities Update – Potential Staff Certification – Current CSBG staff have been accepted to the program.
    - Strategic Planning - Staff/Committee Activities
    - Needs Assessment Update 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 |
|---------------|--------------------------------|-----------------------------|-----------------------------|---|-------------------------------|-----------------|
| February-2019 | 5,061                          | 22,647                      | 1,147                       | 14  | 0                             | 25              |

**Total Transit Revenue for the month of January - \$7,812.00 based on fares collected.**

✓ MAGNET Home Delivered Meals – **Doris Anderson**

| Monthly Reports - MAGNET Program         |                   |          |                 |        |                 |                    |
|--|-------------------|----------|-----------------|--------|-----------------|--------------------|
| Feb-19                                   |                   |          |                 |        |                 |                    |
| Title XX                                 |                   | Superior |                 | Molina |                 |                    |
| Meals                                    | 1,354             |          | 28              |        | 96              |                    |
| Rate                                     | \$ 4.95           | \$       | 6.12            | \$     | 5.51            |                    |
| <b>Billed</b>                            | <b>\$6,702.30</b> |          | <b>\$171.36</b> |        | <b>\$528.96</b> | <b>\$ 7,402.62</b> |
| <b>Total Billed for Reporting Period</b> |                   |          |                 |        | <b>\$</b>       | <b>7,402.62</b>    |

**CSBG Contract Supported Meals - 342 & TDA Contract Supported Meals 124.**

✓ **CEO's Update & Q1 Analysis (Service Delivery) & Real Estate Update – Executive Session) – Daniel Edwards**

6. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (3) clients and (1) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

7. Other Business/Announcements.

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- ✓ **Legal Requirements Governing Tripartite Boards – Workshop – 2/26/2019;**
- ✓ **A Few Brief Points About How a Board of Directors Operates; and**
- ✓ **Next Board Meeting April 16, 2019 – same time & location unless agency business needs dictate otherwise.**

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

8. \*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**

9. \*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.

10. \*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.***