

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

FILED FOR RECORD
AT 3:35 O'CLOCK P M.

Hampton Inn & Suites Corsicana

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

6:00 P.M. Tuesday, June 25, 2019

JUN 19 2019

SHERRY DOWD, County Clerk
NAVARRO COUNTY, TEXAS

BY [Signature] DEPUTY

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

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

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Housekeeping: The President/CEO and Board of Directors request that all cell phones and pagers 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 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 May 21, 2019.*
 - b. **Accept/Approve – (Also in Packet & Requires Signature by Board Secretary)*

FUDICIARY BOARD RESOLUTION

State of Texas

Navarro County

On the 25th day of June, 2019, at a meeting of the Board of Directors of Community Services, Inc., a Corporation held in the City of Corsicana, Navarro County, Texas, with a quorum of the directors present, the following business was completed:

Motion, second and approve resolution to update and add authorized staff and officers of Community Services, Inc. to signatory for operating and access to Community National Bank and Trust and agency accounts: 11-171-6 (Master Operating); 10-493-0 (Payroll); and 108286 (Transit) authorizing Executive Director, Daniel Edwards, Sr., Chief Financial Officer, Harry Hickey,

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Board President Dairy Johnson, Vice President Lakeshea Brown, and Treasurer, Ruth Woods and authorizing removal of previous officer Treasurer, Cedric Fields.

I certify that the above and foregoing constitute a true and accurate copy of the minutes of the meeting of the Board of Directors, June 25, 2019.

Jeffery Cardell Enoch, Sr. Secretary

- c. **Accept/Approve TXDOT Project #: DIS 1901(33) 018_19 – specific to MGA-2017-2021-CSI-041 has been fully executed for capital funds in the amount of \$252,000.00 and TDC in the amount of \$50,400.00.*
- d. **Accept/Approve Category 6, Organizational Standard 6.5: Strategic Plan Progress reports by Program/Department – Specifically CSBG Program, Finance/Human Resources Departments.*
- e. **Accept/Approve New Suspension Policy.*
- f. **Accept/Approve Revised Accounting Manual.*
- g. **Accept/Approve Community Services, Inc. PY20 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 data available – subject to change.*

Note: FY20 Budget requires Board approval post Public Hearing. The Public Hearing will be held on July 15, 2019 – Associated documentation certifying process will be presented at the July board meeting prior to approval.

- h. **Accept/Approve revised Maintenance Plan specific to Community Transit Services Program.*
- i. **Accept/Approve Board update regarding recent training for board members Monetha Fletcher & Dairy Johnson regarding attendance to the CAPLAW Conference. See Information Below:*

WHERE: 2019 CAPLAW National Training Conference @ The Westin Charlotte, Charlotte, NC

WHEN: June 19 - 21, 2019

ABOUT: The CAPLAW conference attracts over 600 attendees from across the country each year. Nearly 75% of the attendees are senior staff and board members from CAAs (non-profit and government human services providers), Head Start Programs, and nonprofit organizations receiving federal grant funds. The conference delivers a packed lineup of workshops in HR, governance, financial, sustainability, and program tracks.

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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

➤ 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 and are participating in the ROMA Implementer program. Most recent training held on June 13, 2019 at Serve Denton location.
- 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
May-2019	5,896	26,735	1,267	14	0	26

Total Transit Revenue for the month of May – \$9,290.00 based on fares collected.

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- ✓ MAGNET Home Delivered Meals – Doris Anderson

Monthly Reports - MAGNET Program				
19-May				
	Title XX	Superior	Molina	
Meals	1,837	31	106	
Rate	\$ 4.95	\$ 6.12	\$ 5.51	
Billed	\$9,093.15	\$189.72	\$584.06	\$ 9,866.93
<u>Total Billed for Reporting Period</u>				<u>\$9,866.93</u>
<i>CSBG contract supported meals was 529 No Client denied service.</i>				

- ✓ CEO's Update & Q1 Wrap-up Activities/Analysis (Service Delivery) & Real Estate Update – Executive Session if Required – Daniel Edwards

6. Sharing of Agency Updates, Best Practices, etc. – CSI assisted (4) clients and (1) households identified as Board, employee, or relative of either Board or CSI employee for the reporting period.

7. Other Business/Announcements.

- ✓ Key Board Responsibilities – (Topic – Planning)
- ✓ Key Responsibilities of a Tripartite Board – (Topic – Mission) – 5/21/2019;
- ✓ Role of a Tripartite Board – Workshop – 4/30/2019;
- ✓ A Few Brief Points About How a Board of Directors Operates – Workshop – 3/26/2019;
- ✓ Legal Requirements Governing Tripartite Boards – Workshop – 2/26/2019; and
- ✓ Next Board Meeting July 16, 2019 – same time & location unless agency business needs dictate otherwise.

Executive Session¹

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.

¹

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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 and also denotes Consent agenda items and Action items.*