

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, March 24, 2020

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

2020-39
 FILED FOR RECORD

Rev. Dairy Johnson <i>President</i>	AT <u>4:35</u> O'CLOCK <u>P</u> M.	Private – Navarro County
Lakeshea Brown <i>Vice President</i>	SHERRY DOWD, County Clerk NAVARRO COUNTY, TEXAS	Private – Ellis County
Ruth Woods <i>Treasurer</i>	BY <u>[Signature]</u> DEPUTY	Public – Navarro County
Jeffery Cardell Enoch, Sr. <i>Secretary</i>		Public – Henderson County
Monetha Fletcher		Public – Rockwall County
Clara Jo McMillan		Private – Navarro County
Andrea Griggs		Client – Hunt County
Socorro Ochoa		Client – Ellis County
<i>Vacant</i> <i>(Agency Management/Staff to initiate democratic process to fill vacancy.)</i>		<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 allowed for items on the current agenda.
4. Nominations.
5. Officers Elections (Secret Ballot).
6. ***Approve** Nominations Committee submission of proposed new slate of officers (i.e., President, Vice President if vacated by current member, Treasurer and Secretary) to be elected effective immediately to fill Board President's seat due to term ending for Reverend Dairy Johnson.
7. ***Approval** of Agenda as submitted.
8. ***Consent Agenda:**
 - a. ***Accept/Approve** Minutes: CSI Board of Director's Meeting held February 25, 2020.
 - b. ***Accept/Approve** Amendment Number 2 to 2020 Community Services Block Grant Program (CSBG) Contract Number 61200003217 specific to the allocation of funds totaling \$1,167,478 for a total award \$1,551,058 effective February 24, 2020.
 - c. ***Accept/Approve** New Policy associated with Flexible Work Arrangement (i.e., Unexpected or Extraordinary circumstances). Subject: Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19).
 - d. ***Accept/Approve** Signature Authority – Delegation of Signature Approval Authority Public Transportation through Texas Department of Transportation to maintain Executive Director, Daniel Edwards existing signatory authority and add AVP/Controller, Elizabeth

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Saegert and remove Assistant Director of Programs/Services, Gina Stanford as cited in the Signatory Authority Form.

9. **Accept/Approve Mission Statement: Review, discuss and determine if current Mission Statement achieves/meets the requirements as outlined in Organizational Standard 4.1 under Category 4 cited below. Consider revisions at this time.*

Category 4: Organizational Leadership

Standard 4.1 Documentation - The governing board has reviewed the organization's mission statement within the past 5 years and assured that: 1.The mission addresses poverty; and 2.The organization's programs and services are in alignment with the mission.

There are three requirements to demonstrate that the governing board has reviewed the mission statement:

1) Within the past 5 years;

And

2) Assure mission statement addresses poverty; "Addresses poverty" does not require using the specific word poverty but needs to address the issue of poverty. Language such as, but not limited to, low-income, self-sufficiency, economic security, etc. are possible terms that can be used to address poverty.

And

3) The services offered are in alignment with the mission.

Documentation needed: Minutes from a board meeting that shows the governing board reviewed and approved the mission statement and any applicable changes. The mission statement is broad enough to address all of the agencies services in addition to addressing poverty.

It is the board that determines if the programs and services are in alignment with the mission.

Staff Reports (Programmatic Reports Distributed On-site Quarterly) – Agency First Quarter Wrap Up Report/Update – Agency Highlights

- ✓ Finance/Audit Committee – Lori Clemons/Elizabeth Saegert – Financial Reports

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

- ✓ CSBG activities – Kandi Sessions/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 – Staff Certifications – Three team members have completed Implementer Certification Process.
 - 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 2020	4,516	19,357	1,030	12	0	23

Total Transit Revenue for the month of February \$5,588.00 based on fares collected.

✓ MAGNET Home Delivered Meals – Gina Stanford

Monthly Reports - MAGNET Program				
Feb-20				
	Title XX	Superior	Molina	
Meals	1,633	29	97	
Rate	\$5.31	\$6.12	\$5.51	
Billed	\$8,671.23	\$177.48	\$534.47	\$9,383.18
Total Billed for Reporting Period				\$9,383.18
<i>CSBG Contract Supported Meals - 738</i>				

- ✓ CEO's Update & Q1 Wrap Up Activities/Analysis (Service Delivery) & Funder Relations Update – Executive Session if Required – Daniel Edwards

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

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

- ✓ Key Board Responsibilities – (Topic – Strategic Performance)
- ✓ Next Board Meeting April 21, 2020 – same time & location unless agency business needs dictate otherwise.

Executive Session¹

12. *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

13. *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.

14. *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.



Attachment A

FLEXIBLE WORK ARRANGEMENT (I.E., UNEXPECTED OR EXTRAORDINARY CIRCUMSTANCES)

RESPONSE TO M-20-11 FROM THE OFFICE OF MANAGEMENT AND BUDGET DATED MARCH 9, 2020

Subject: Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19).

The Agency has a policy for flexibility in the workplace, as a way to recognize and manage challenges of world events (i.e., epidemic, pandemic, or natural disaster) that employees may face in balancing personal and professional responsibilities.

Specifically related to salaries and fringe benefits being paid for out of existing funding sources (i.e., Department of Aging and Disabilities (DADS), Texas Department of Agriculture (TDA), The Texas Department of Transportation (TXDOT), and The Texas Department of Housing and Community Affairs (TDHCA)) once an employee has exhausted all annual leave and sick leave in the event of an epidemic, pandemic, or natural disaster. Note: Specific to essential/non-essential employees providing direct client service and indirect administrative support to drive day-to-day operations.

The President/CEO in conjunction with Department Heads must authorize flexible work arrangements, to include tele-working or flextime, provided all eligibility and guidelines are met.

Eligibility

All full-time and part-time individual staff members are eligible for consideration of flexible work arrangements.

President/CEO in conjunction with Department Heads must authorize requests for flexible work arrangements when:

- An employee has demonstrated sustained high performance, and when the supervisor believes that the employee demonstrates a work ethic that can maintain the expected quantity and quality of work while on a flexible work arrangement.*
- Quality of service can be maintained for clients, partners, and other members of the Agency and the communities served.*
- A new employee has completed his/her 3-month Orientation/Probation and Training period. This provision gives the new employee the opportunity to get to know the expectations of the job and their supervisor the opportunity to observe the employee's work style and productivity, thus allowing each to be better able to evaluate the feasibility of a flexible work arrangement.*

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Requests for a flexible work arrangement should not be considered when:

- *The nature of the job requires the employee's physical presence (e.g. Tele-working may not be appropriate where the employee is to be in the front line or must supervise the work of other employees in the front line to provide customer service to clients and others), or efficiency is compromised when the employee is not present.*
- *The employee's performance evaluations or productivity levels do not indicate sustained high performance, or are problematic, or the employee has received disciplinary action, or has a demonstrated attendance problem.*

Guidelines

The following guidelines apply to flexible work arrangements:

- *A specific work schedule, including work days and hours, should be agreed upon in advance.*
- *Employees should be on site as necessary to attend meetings, training sessions, or similar events or occurrences.*
- *Employees should maintain a normal workload in order to satisfy job requirements.*
- *Employees who are unable to work due to illness should use salary continuation (i.e., Annual Leave or Sick Leave), and should report their absence to their supervisor.*
- *Employees who wish to be relieved of responsibility for work on a particular day or days should use vacation or personal leave as approved.*
- *Employees are responsible for the safety and security of all Agency property and confidential and/or proprietary information, as stated in the Employee Handbook.*
- *The Fiscal office must be notified if an employee's status changes from part-time to full-time or full-time to part-time.*
- *Executive Management in conjunction with Department Heads will maintain normal levels of services delivery until extenuating circumstances dictate otherwise allied with guidance from funders and regulatory agencies.*