

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. Thursday, July 30, 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.

Board Representation

Monetha Fletcher <i>Interim President</i>	AT <u>4:25</u> O'CLOCK <u>P</u> M.	
	JUL 27 2020	Public – Rockwall County
Vice President Ruth Woods <i>Treasurer</i>	SHERRY DOWD, County Clerk NAVARRO COUNTY, TEXAS BY <u>[Signature]</u> DEPUTY	Public – Rockwall County
Jeffery Cardell Enoch, Sr. <i>Secretary</i>		Public – Henderson County
Clara Jo McMillan		Private – Navarro County
<i>Vacant</i>		Client – Hunt County
Socorro Ochoa		Client – Ellis County
Rev. Dairy Johnson		Private – Navarro County
<i>Vacant</i> (Agency Management/Staff has initiated democratic process to fill vacancy and will be considering responses to potential returned ballots and candidate returns.)		Client – Navarro County

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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. ***Approval of Agenda as submitted.**
5. ***Consent Agenda:**
 - a. ***Accept/Approve Minutes:** CSI Board of Director's Meeting held June 24, 2020.
 - b. ***Accept/Approve Agency-Wide Budget for FY20/21** to capture all subsequent events due to COVID-19 including CARES Act Funding specific to Transit/CSBG Programs and specific to Organizational Standard 8.9.
 - c. ***Accept/Approve CARES Act Executed Contract from North Central Texas Council of Governments for a total award of \$1,781,036.00 to be expended by 07/30/2025 as defined and as cited below.**

AGREEMENT COVER SHEET/DATA

TYPE OF AGREEMENT: Subrecipient agreement for reimbursable activities to Community Services, Inc. dba Community Transit Service (DUNS #079343901)

FUNDING SOURCE: 49 USC 5307- Urbanized Area Formula (FY2013 and forward)

CFDA NAME & NUMBER: Urbanized Area Formula Program, Section 5307 (20.507)

FEDERAL AWARD PROJECT DESCRIPTION: FY 2020 Sec 5307 CARES Act Grant Operating & Mobility Management

FEDERAL AWARD IDENTIFICATION NUMBER (FAIN): TX-2020-087-00

FEDERAL AWARD PERFORMANCE PERIOD: June 22, 2020 through July 30, 2025

SUBAWARD AMOUNT: \$1,781,036

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AMOUNT OF FUNDS OBLIGATED BY THIS ACTION: \$1,781,036

AGREEMENT PERIOD: January 20, 2020 through April 30, 2024

- d. **Accept/Approve* FY19 Single Audit Report (i.e., Draft) of agency financials for period ending 10/31/2019 to ultimately comply specifically with Organizational Standards 8.3/8.6 directly and Organizational Standards 8.1, 8.2, 8.4, & 8.5 indirectly once approved by the Board of Directors and as presented at a future date by - Richard J. Sowan, **Managing Partner** - t: 214-545-3965 d: 214-545-3971 m: 214-738-9265 f: 214-545-3966 w: www.bkmsh.com or his designee.



- e. **Accept/Approve* Date for Public Hearing – August 17, 2020 specific to FY21 Budget associated with Community Services Block Grant (CSBG) to receive Community input and to define how and where funds will be allocated.
- f. **Accept/Approve* Essential Staff Designation – Staff continuing to embrace/encounter the public during the service delivery process (i.e., Transit Staff, Meals on Wheels Staff, Community Services Block Grant Staff performing Direct Client Services, Fiscal/Administrative Staff that are essential to running day-to-day operations). Note: Applicable Board Approved Policy will govern this process to certify eligibility/process to support viable financial approaches regarding Hazardous/Retention Pay.

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

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

**Accept/Approve* Audit/Finance Committee Recommendation (Financials – June) – Ruth Woods – Treasurer and Monetha Fletcher – Committee Member. Note: Board to appoint additional Committee Member due to attrition.

Note: Per Organizational Standards 8.2, 8.3, 8.4, 8.7, and 8.9 cited below – The Fiscal Department and Agency Executive Team will remain responsible for requirements below and any Financial Data/Information to be presented/reviewed with Audit/Finance Committee prior to all board meetings. Other items are inclusive but not limited to Organizational Standards cited as other Department requirements are also specific to Fiscal Reporting.

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Board Minute Documentation Requirements:

8.2	Confirming the agency has reviewed its corrective action plan with the board. Highlighted copies of the official minutes of the meetings of the board indicating the response by management to the audit findings and indicating the board's acceptance of its corrective action plan(s) or indicating there were no audit findings.
8.3	Stating "the audit was presented to the board by (insert the name of the auditor)"
8.4	Stating "the board received and accepted the audit" including the vote.
8.7	Stating "Board members were provided with a copy of the financial presentation that reviews organization wide report on revenue and expenditures that compares budget to actual, categorized by program, and the balance sheet or statement of financial position"
8.9	Stating "the board approved the organization wide budget that covered all programs" and provides an overall financial picture.

- ✓ CSBG activities – Kandi Sessions, Rachel Adetokunbo, Richetta Okotcha, & Denise Freeman
 - Program Specific Updates – (New Hires);
 - ❖ CSBG Contract, Budget, CAP Strategies/Implementation Activities
 - ❖ CSI- Targets/Outcomes & Services/Outputs – **Revisions Due (August)**
 - ❖ ROMA Cycle & ROMA Next Generation (NG) – Implementation Activities
 - ❖ Update – QA/QC Manager running point on this process Organizational Standards. – Denise Freeman
 - ❖ Strategic Planning - Staff/Committee Activities
 - ❖ Needs Assessment, CAP, & Budget Update COVID-19 Activities – CSBG Team completed required deliverables and received Department Approval on 7/8/2020.

✓ 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

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.

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✓ **MAGNET Home Delivered Meals – Gina Stanford**

Monthly Reports - MAGNET Program				
June-20				
	Title XX	Superior	Molina	
Meals	2,655	29	81	
Rate	\$5.31	\$6.12	\$5.51	
Billed	\$14,098.05	\$177.48	\$446.31	\$ 14,721.84
Total Billed for Reporting Period				\$ 14,721.84

CSBG Contract Supported Food Cost – Equated to 1291 Meals.

✓ CEO's Update & Q2 Wrap-up Activities/Analysis (Service Delivery) & Funder Relations/Real Estate Expansion Update – Executive Session if Required – **Daniel Edwards**

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

7. 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 August 18, 2020 – 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.

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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 to enter Executive Session and also denotes Consent Agenda Items and Action Items.*