

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, August 25, 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.

2020-104

REMINDERS: Dinner for Board Members only served at 5:30 P.M.

FILED FOR RECORD All attendees must sign Attendance records at entrance.

AT 1:07 O'CLOCK 9 Board members unable to attend the meeting are encouraged to contact the Board Chair, President/CEO, and/or designee as soon as feasible.

AUG 21 2020 Board members must submit mileage stipend reports to ensure timely reimbursement – please make sure all calculations are correct and please sign your report.

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

Board Representation

Monetha Fletcher <i>President</i>	Public – Rockwall County
Vacant <i>Vice President</i>	Private – County TBD
Ruth Woods <i>Treasurer</i>	Public – Navarro County
Jeffery Cardell Enoch, Sr. <i>Secretary</i>	Public – Henderson County
Clara Jo McMillan	Private – Navarro County
Reverend Dairy Johnson	Private – Navarro County
Vacant	Client – Ellis County
Vacant	Client – County TBD
Vacant <i>(Agency Management/Staff has completed the democratic process to fill vacancy and due to limited response will roll out and run this process again to ensure compliance with Contract and applicable TAC Rules.) This process will run concurrent to fill all client representative vacancies.</i>	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. ***Introduction and Seating – Lakeshea Brown (i.e., Private Candidate Nominee) – PO Box 293, Ennis, Texas 75120 – Contact Information – Cell (469) 323-7949 – Email: lakeshea2@hotmail.com (Private Representation) – Ellis County Representative.**
6. ***Accept/Approve FY19 Single Audit Report Presentation for period ending 10/31/2019 to 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 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.bkmsb.com or his designee.**



***Consent Agenda:**

- a. ***Accept/Approve Minutes: CSI Board of Director's Meetings held June 24, & July 30, 2020.**
- b. ***Accept/Approve Repayment Agreement with the Texas Department of Housing and Community Affairs (TDHCA) regarding repayment of disallowed cost associated with On-Site Monitoring Review Conducted July 8-10, 2019.**

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- c. **Accept/Approve Organizational Standards 1 – 9.4 and specifically Organizational Standard 1.3 & 4.4 cited below that require action during the August/September board meeting to comply with reporting deadlines and due dates for submission to the TDHCA. [\(See Attachment A in this Packet\).](#)*
- d. **Accept/Approve FY21 Community Services Block Grant (CSBG) Community Action Plan (CAP) and Budget for the regular CSBG Contract.*
- e. **Accept/Approve CSBG Target Revision Request Form for FY20 regular CSBG Contract.*
- f. **Accept/Approve Organizational Standard 1.3 – Customer Satisfaction Surveys for all programs CSBG, Community Transit Service, & Meals on Wheels.*

Requirements: *The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the board. Documentation must include BOTH of the following:*

- 1) *Board packet showing the compilation of data and samples of client surveys used for analysis AND*
- 2) *Board meeting minutes reflecting customer satisfaction analysis and report provided to the board.*

- g. **Accept/Approve Organizational Standard 4.4 – Success of Services or Strategies in the FY20 CAP.*

Requirements: *The board receives an annual update on the success of specific strategies included in the Community Action Plan. Documentation must include BOTH of the following:*

- 1) *Board meeting minutes showing the success of the services or strategies included in the community action plan AND*
- 2) *One of the following: a. Target revision request with explanation of changes needed (see above) or b. Annual report narratives of changes needed.*

- h. **Accept/Approve Give President/CEO authorization to open a Savings Account at agency bank Community National Bank & Trust of Texas with the President/CEO as the signer on the account.*
- i. **Accept/Approve Grant Closeout of STATE-R-2019-CSI-00085 – remaining balance of \$249,297.00 will rollover to the following year.*
- j. **Accept/Approve Amendment for ED 1904 (33) 074_19 & DIS 1901 (33) 018_19 to extend contracts until September 30, 2020 was approved by TxDOT.*
- k. **Accept/Approve PGA 5339-D-2020-CSI-00040 approved in the amount of \$183,186 for 2 new additional buses (September 1, 2020 through August 31, 2021) – Approved August 21, 2020 by PTC.*

Staff Reports (Programmatic Reports Distributed On-site Quarterly) – Agency Third Quarter Kickoff Report/Update – Agency Highlights

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

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***Accept/Approve Audit/Finance Committee Recommendation (Financials – July) – 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.

Board Minutes 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. – Target August Meeting
8.3	Stating "the audit was presented to the board by (insert the name of the auditor)" – Target August Meeting
8.4	Stating "the board received and accepted the audit" including the vote. – Target August Meeting
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" – Target August Meeting
8.9	Stating "the board approved the organization-wide budget that covered all programs" and provides an overall financial picture. – Approved July Meeting

- ✓ CSBG activities – Kandi Sessions, Rachel Adetokunbo, & Denise Freeman
 - Program Specific Updates – (New Hires);
 - ❖ CSBG Contract, Budget, CAP Strategies/Implementation Activities
 - ❖ CSI- Targets/Outcomes & Services/Outputs – Revisions Due (August) – Submitted & Approved by TDHCA
 - ❖ 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 – Departmental Updates Included in this Packet.
 - ❖ Needs Assessment, CAP, & Budget Update COVID-19 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
July 2020	1,892	13,290	696	10	0	25

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				
Jul-20				
	<u>Title XX</u>	<u>Superior</u>	<u>Molina</u>	
Meals	2,831	62	85	
Rate	\$ 5.31	\$ 6.12	\$ 5.51	
Billed	\$15,032.61	\$379.44	\$468.35	\$ 15,880.40
Total Billed for Reporting Period				\$ 15,880.40

FY20 CSBG Contract Supported Food Cost – Equated to 1,373 Meals.

✓ CEO's Update & Q3 kickoff Activities/Analysis (Service Delivery) & Funder Relations/Real Estate Expansion Update – Executive Session if Required – Daniel Edwards

7. 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.

8. 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 September 15, 2020 – same time & location unless agency business needs dictate otherwise.

Executive Session¹

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.

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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.*