

TRANSACTION REPORT

JAN/06/2022/THU 10:13 AM

BROADCAST

#	DATE	START T.	RECEIVER	COM.TIME	PAGE	TYPE/NOTE	FILE
001	JAN/06	09:58AM	Concho County Clerk	0:00:47	1	MEMORY OK	G3 5300
002		10:00AM	Crockett County Clerk	0:00:23	1	MEMORY OK	SG3 5300
003		10:01AM	Coke County Clerk	0:00:34	1	MEMORY OK	ECM 5300
004		10:02AM	Irion County Clerk	0:00:50	1	MEMORY OK	G3 5300
005		10:04AM	Kimble County Clerk	0:00:41	1	MEMORY OK	G3 5300
006		10:04AM	Menard County Clerk			MEMORY BUSY	5300
007		10:05AM	Reagan County Clerk	0:00:28	1	MEMORY OK	SG3 5300
008		10:06AM	Schleicher County Clerk	0:00:38	1	MEMORY OK	ECM 5300
009		10:07AM	Sterling County Clerk	0:00:43	1	MEMORY OK	ECM 5300
010		10:08AM	Sutton County Clerk			MEMORY NO RESPONSE	5300
TOTAL				0:05:04	8		

TRANSMISSION ERROR OCCURRED AT SOME RECEIVERS.
PLEASE GIVE THIS TRANSACTION REPORT TO SENDER.

NOTICE OF MEETING
CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS

FILED FOR RECORD

22 JAN -6 AM 7:41

CHRISTINA UBANDO
COUNTY CLERK
COUNTY OF TOM GREEN, TEXAS

Date: January 12, 2022
Time: 5:30 PM
Place: Cactus Hotel, Basement
36 E. Twohig, San Angelo
Tom Green County, Texas

In accordance with the Americans with Disabilities Act, we invite all attendees to advise us of any special accommodations due to disability. If assistance is needed to participate, please call (325) 653-2411. Please submit your request as far as possible in advance of the meeting you wish to attend. Persons who need a translator will be given at least twice the time as a member of the public who does not require such assistance.

Agenda

NOTICE: The Board of Directors may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda. Items on this Agenda may be taken out of the order listed. The Board reserves the right to deliberate in closed session pursuant to 551 of the Texas Government Code. Public comment is limited to five minutes per person on any agenda item. Public comment may be made on any agenda item before or during the body's consideration of the item.

1. Call to order and determine quorum.
2. Invocation
3. Consider minutes for prior meeting and take appropriate action.
4. Financial report.
5. Community programs report.
6. Housing report.
7. Executive director's report.
8. Consider and take appropriate action concerning executive director annual evaluation and salary.
9. Board elections.
10. Consider and take appropriate action concerning financial institutions signing authority.
11. Consider future agenda items.
12. Adjournment.

The Board may go into Executive Session (close its meeting to the public):

1. The Board may go into Executive Session Pursuant to Texas Government Code 551.074 for the purposes of discussing personnel matters including to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

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The Board may go into Executive Session (close its meeting to the public):

1. The Board may go into Executive Session Pursuant to Texas Government Code §551.074 for the purposes of discussing personnel matters including to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, including, specifically, the performance evaluation of the Executive Director.
2. Pursuant to Tex. Gov't. Code, §551.071(1) to seek the advice of its attorney about pending or contemplated litigation or a settlement offer.
3. Pursuant to Tex. Gov't. Code, §551.071(2) for the purpose of seeking the advice of its attorney about 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 Tex. Gov't. Code, Chapter 551.
4. Pursuant to Tex. Gov't. Code, §551.072 to deliberate the possible purchase, sale, exchange, or lease of real estate because it would have a material detrimental effect on the Department's ability to negotiate with a third person; and/or-
5. Pursuant to Tex. Gov't. Code, §2306.039(c) the Department's internal auditor, fraud prevention coordinator or ethics advisor may meet in an executive session of the Board to discuss issues related to fraud, waste, or abuse.

Sign this 5 day of January, 2022.



Dr. Mark Bethune, Executive Director

**CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTOR'S MINUTES
January 12, 2022**

Meeting was held in the Basement, Cactus Hotel, 36 East Twohig, San Angelo, Tom Green County, Texas and via Zoom Meeting ID 89599360388, Passcode 665282.

Join Zoom Meeting

<https://us02web.zoom.us/j/89599360388?pwd=QXl6QXBvRkZuNUplOE5RMjNsdHBxdz09>

Present at meeting:

Directors:

Elected Officials: The Honorable Brandon Corbin
The Honorable David Dillard CVCAA Chair
The Honorable Hal Spain
The Honorable Steve Floyd
The Honorable Debra Horwood

Private Sector: Victor Belman
Neta Wescott
Connie Booth
Donna Holden - absent
Mary Anne Deaton

Low Income Sector: Amanda Cruz
Bernie Coffee CVCAA Secretary
Noemi Samaniego CVCAA Vice-Chair - absent
Stephanie Hamby
Becky Trojcek

Staff: Executive Director Mark Bethune, Community Programs Director Tracey Dishon, Chief Financial Officer Lyla Martinez, Housing & Development Director Sarah Eckel, and Mike Burnett

Agenda

1. The Honorable David Dillard called the meeting to order at 5:30pm and determined a quorum.
2. Invocation by The Honorable David Dillard.
3. Consider minutes for prior meeting and take appropriate action.
Motion made by Becky Trojcek to accept minutes from prior meeting.
Second made by Victor Belman
Motion passed 13-0

4. Consider and take appropriate action on financial report. Lyla Blue pointed out paid off the line of credit in November. Lots of grant receivables out with the state. All taken care of in month of December. Updated grants spent out. TMBR to be caught up to close out negative under housing. Discuss spending United Way grant to be spent down by March 2022 – yes. Discuss weatherization workers – price of materials more of an issue than manpower. Expecting an influx of weatherization funding, may need to obtain another contractor.
5. Consider and receive community programs report. Tracey Dishon closing out programs 4800 possibly 6000 individuals assisted. Began taking utility applications. Projecting a 30-day wait. Transitioned 13 families out of poverty this year.
6. Consider and receive housing report. Sarah Eckel 525 households in 2021 in 11 counties. Blood drive – due to weather and surging Covid cases – partnership with Vitalant Blood Services. Participating in Homeless Point in Time count with community partners January 27, 2022. San Angelo Gives coming in May 2022 – requesting Board participation. January 19, 2022, United Way site visit at 9:00am.
7. Consider and receive Executive Director's report. ED – Our agency will receive \$443,844 in LIHWAP funds. LIHWAP is a temporary program designed to assist low-income households with water payments. We are currently working to secure vendor agreements with Concho Valley water providers. On Tuesday, January 4, San Angelo City Council voted to enter into an agreement that will allow CVCAA to serve the city with these funds. Received email to apply from TDHCA to apply for grant – will review terms. Weatherization Team assisted elderly woman obtain a cook stove to replace a propane set up.
8. Consider and take appropriate action concerning executive director annual evaluation and salary. Reviewed evaluation with ED in attendance. Overall score of 1 – Consistently exceeds expectations. Reviewed Community Action Agency Annual Salaries for Entry-Level Executive Director. Staff received a 6% COLA. Requesting \$95k. Last year \$85k. Pay approved \$93,500.00 effective January 2022.

Stephanie Hamby left meeting.

EXECUTIVE SESSION 6:25pm to discuss salary. Discussion. 6% COLA and 4% Merit – moved The Honorable Brandon Corbin. Seconded The Honorable Hal Spain. Motion carried 11 Yes – 1 No. \$93,500.00 new salary. EXECUTIVE SESSION ended 6:40pm.

9. Board elections. Chair – open nominations – The Honorable Brandon Corbin – no other nominations – new chair; Vice-Chair – open nominations – The Honorable Hal Spain – no other nominations – new vice-chair; Secretary-Treasurer – open nominations – Bernadette Coffee – no other nominations – new secretary-treasurer. ED and new chair to discuss where to offer public comments for next meeting.
10. Consider and take appropriate action concerning financial institutions signing authority. ED – Signers - Chair, Vice-Chair, Secretary-Treasurer currently signing. The Honorable Steve Floyd willing to be signer. Motion to accept The Honorable Steve Floyd by The Honorable Brandon Corbin. Seconded by Amanda Cruz. Motion carried 12-0. Current signers remain in place new documentation completed. The Honorable Brandon Corbin amended motion. Amanda Cruz Seconded.
11. Consider future agenda items – Board training.

Set date for future meeting.

Wednesday, February 9, 2022. Meeting Basement Cactus Hotel @ 5:30pm.

12. There being no further business before the Board, The Honorable David Dillard adjourned the meeting at 6:59pm.

Signed this 9th day of February, 2022.



The Honorable Brandon Corbin, Chair

Bernadette Coffee, Secretary

Stephanie Hamby left meeting.

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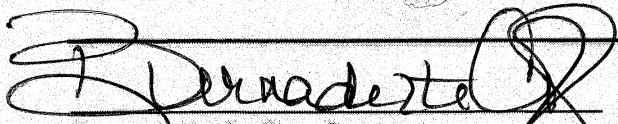
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The Honorable Brandon Corbin, Chair



Bernadette Coffee, Secretary

Concho Valley Community Action Agency
Statement of Financial Position
November 30, 2021

	<u>Programs</u>	<u>Unrestricted</u>	<u>Total</u>
Assets			
Current Assets			
First Financial Checking	(47,011.00)	294,719.16	247,708.16
1st Community FCU Savings	-	32.11	32.11
First Financial MMA	10,965.60	6,019.03	16,984.63
First Financial CD	-	-	-
Grants Receivable	939,408.12	-	939,408.12
Security Deposit	-	3,050.00	3,050.00
Total Current Assets	<u>903,362.72</u>	<u>303,820.30</u>	<u>1,207,183.02</u>
Long-term Assets			
Vehicles	83,684.88	-	83,684.88
Acc Dep - Vehicles	(69,451.68)	-	(69,451.68)
Software	44,495.00	-	44,495.00
Acc Dep - Software	(44,495.00)	-	(44,495.00)
Equipment	11,397.00	-	11,397.00
Acc Dep - Equipment	(11,397.00)	-	(11,397.00)
Total Long-term Assets	<u>14,233.20</u>	<u>-</u>	<u>14,233.20</u>
 Total Assets	 <u>917,595.92</u>	 <u>303,820.30</u>	 <u>1,221,416.22</u>
Liabilities			
Short-term Liabilities			
Accounts Payable	421,523.60	(173.61)	421,349.99
Payroll Liabilities Payable	10,147.77	-	10,147.77
Accrued Vacation	-	26,874.44	26,874.44
Line of Credit	-	-	-
Total Short-term Liabilities	<u>431,671.37</u>	<u>26,700.83</u>	<u>458,372.20</u>
Net Assets			
Unrestricted	-	277,119.47	277,119.47
Temporarily Restricted	471,691.35	-	471,691.35
Permanently Restricted	14,233.20	-	14,233.20
Total Net Assets	<u>485,924.55</u>	<u>277,119.47</u>	<u>763,044.02</u>
 Total Liabilities and Net Assets	 <u>917,595.92</u>	 <u>303,820.30</u>	 <u>1,221,416.22</u>

Concho Valley Community Action Agency
Income/Expenses Budget Comparison
As of November 30, 2021
(92% of 12 Month Period)

	Budget	Income			Expenses		
		November	YTD	% of Budget	November	YTD	% of Budget
10 CSBG	267,570.34	15,402.56	266,179.26	99.48%	23,402.56	253,466.41	94.73%
11 CSBG CARES	11,188.83	-	11,188.83	100.00%	313.72	5,886.04	52.61%
15 CSBG-D	19,489.00	-	19,489.00		-	19,489.00	
17 VITA	13,200.00	-	13,190.49	99.93%	335.86	8,717.45	66.04%
19 CEAP ARP	1,808,478.00	99,513.02	203,837.14	11.27%	57,013.02	78,837.14	4.36%
20 CEAP	2,116,350.53	282,014.97	1,724,519.28	81.49%	264,525.09	1,393,310.56	65.84%
21 CEAP CARES	929,105.27	-	840,530.08	90.47%	-	856,892.42	92.23%
22 Ambit Energy Aid	14,000.00	-	14,000.00		954.37	1,615.78	
23 Neighbor to Neighbor	18,451.93	-	7,500.00	40.65%	322.22	4,051.37	21.96%
24 TXU Energy Aid	10,697.20	-	10,000.00	93.48%	-	5,306.66	49.61%
25 Sharing the Warmth	4,030.99	278.42	764.99	18.98%	-	-	0.00%
27 COSA CDBG	250,000.00	36,100.56	86,308.81	34.52%	36,100.56	92,453.97	36.98%
28 COSA Water Assistance	125,686.10	-	55,000.00	43.76%	-	93,395.05	74.31%
29 Reliant CARE	7,135.50	-	2,500.00	35.04%	-	1,886.36	26.44%
30 DOE	341,572.40	5,247.68	50,224.94	14.70%	3,502.38	47,926.15	14.03%
33 Atmos WAP	39,342.00	-	30,000.00	76.25%	6,815.00	16,067.00	40.84%
40 LIHEAP	535,910.34	20,823.70	294,150.87	54.89%	26,323.70	299,740.76	55.93%
63 EFSP	35,090.00	17,545.00	35,090.00	100.00%	895.23	35,628.33	101.53%
67 SAAF	56,268.16	-	50,000.00	88.86%	4,456.65	38,700.37	68.78%
69 TBRA	1,050,000.00	65,004.94	1,055,230.68	100.50%	2,986.35	1,063,838.24	101.32%
71 ESG CARES	2,828,000.00	213,013.27	715,620.66	25.30%	213,013.27	718,048.93	25.39%
73 Barriers	50,000.00	31,330.19	50,000.20	100.00%	16,300.15	55,473.85	110.95%
75 TEMAP	500,000.00	3,418.34	83,962.42		35,743.94	116,438.28	
91 Case Management	9,839.95	-	-	0.00%	962.42	2,560.72	26.02%
92 Make a Difference	1,250.00	-	-	0.00%	-	-	0.00%
93 United Way	20,602.59	2,083.34	16,666.72	80.90%	-	1,090.44	5.29%
99 Interest	90.00	147.34	235.33	261.48%	-	-	0.00%
99 Unrestricted	9,000.00	558.51	9,287.52	103.19%	1,411.06	13,781.99	153.13%

Concho Valley Community Action Agency
Profit/(Loss) by Program
As of November 30, 2021
(92% of 12 Month Period)

	Community Services	Utility Assistance	Weatherization	Housing	Administration	Total
Revenues	376,714	2,944,960	374,376	1,939,904	9,523	5,645,477
Expenses	329,910	2,527,749	363,734	1,989,428	13,782	5,224,603
Profit/(Loss)	46,804	417,211	10,642	(49,524)	(4,259)	420,874



Concho Valley Community Action Agency

36 E. Twohig, Ste. B2
San Angelo, TX 76903

www.cvcaa.org

phone - 325-653-2411

fax - 325-658-3147



December 2021 Community Programs Report

***Our agency has assisted more than 4,800 individuals this year across our service area with one or more of our programs.

CEAP and all Utility Assistance Programs:

We started taking applications for utility assistance on Monday, January 3rd by mail, email, and fax. We started taking drop off applications for 2022 Wednesday, January 5th. We accepted over 200 applications on our first drop off day.

- The final monthly report for CEAP is shown on the chart below. We did serve every county in the month of December.
- I also attached a worksheet that shows the projected number of households in poverty that we should serve in each of our counties. This is a TDHCA form that is required to be submitted every year with our CEAP service delivery plan.
- We have assisted 225 households in the 2021 program year with CDBG-COSA utility, gas, and electric assistance.
- We have assisted 1102 individuals with COSA water funds in the 2021 program year.
- We have assisted over 350 individuals with partner programs that our agency has with some of the larger utility companies.

Case Management/Direct Services

- Our final transition out of poverty number for the year is 13 individuals. Our goal is 9. We assisted over 12 Case Management households with tuition and educational expenses, transportation expenses and employment related expenses to help them achieve their goal of becoming self-sufficient. We are working on referrals from Howard College for potential case management clients. We should be getting funds soon to help with tuition and educational expenses soon.
- Our agency has assisted over 616 individuals with area foundation food cards in the 2021 program year.



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Utility Assistance - December 2021								
County	Households in Poverty	Households	Individuals	Monthly Expenditures	Monthly Average/ HH	YTD Expenditures	% of total households in poverty in area	% total year expenditures
Coke	280	31	51	\$6,377.15	\$205.71	\$43,437.98	3.73%	1.96%
Concho	115	37	59	\$9,640.66	\$260.56	\$56,882.46	1.53%	2.57%
Crockett	307	36	85	\$6,181.36	\$171.70	\$39,271.33	4.09%	1.77%
Irion	103	10	17	\$2,007.74	\$200.77	\$13,180.62	1.37%	0.59%
Kimble	367	36	72	\$7,427.40	\$206.32	\$41,273.20	4.89%	1.86%
Menard	140	44	62	\$7,833.77	\$178.04	\$46,799.49	1.86%	2.11%
Reagan	131	18	42	\$3,304.91	\$183.61	\$23,556.65	1.75%	1.06%
Schleicher	189	36	64	\$5,583.33	\$155.09	\$37,286.65	2.52%	1.68%
Sterling	24	3	4	\$660.36	\$220.12	\$4,689.82	0.32%	0.21%
Sutton	128	34	54	\$6,115.88	\$179.88	\$37,469.50	1.71%	1.69%
Tom Green	5723	1,415	3,187	\$303,230.47	\$214.30	\$1,873,413.25	76.24%	84.49%
Total	7507	1,700	3,697	\$358,363.03	\$210.80	\$2,217,260.95	100.00%	100.00%



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Comprehensive Energy Assistance Program (CEAP)

Poverty Population per County Analysis Tool

Subrecipient:

Concho Valley Community Action Agency

Instructions:

Input accurate numbers from Contract, Community Assessment Tool (<https://engagementnetwork.org>), Contract Budget and CEAP Production Tool, in the yellow highlighted cells. The rest of the table should auto-populate the information according to the data input in the appropriate cells.

County/ or Zip Code for single county CAAs	HHs in poverty	% of Service Area	Direct Service \$s	Direct Service \$s/County	Avg \$/HH	Target HHs to Serve/County	Actual HHs Served/County previous PY
Coke	223	3.04%	\$1,800,630.00	\$54,743.08	\$881.34	62	28
Concho	120	1.64%	\$1,800,630.00	\$29,458.16	\$881.34	33	39
Crockett	232	3.16%	\$1,800,630.00	\$56,952.44	\$881.34	65	32
Irion	80	1.09%	\$1,800,630.00	\$19,638.77	\$881.34	22	8
Kimble	352	4.80%	\$1,800,630.00	\$86,410.60	\$881.34	98	31
Menard	177	2.41%	\$1,800,630.00	\$43,450.79	\$881.34	49	41
Reagan	83	1.13%	\$1,800,630.00	\$20,375.23	\$881.34	23	19
Schleicher	185	2.52%	\$1,800,630.00	\$45,414.66	\$881.34	52	29
Sterling	23	0.31%	\$1,800,630.00	\$5,646.15	\$881.34	6	3
Sutton	190	2.59%	\$1,800,630.00	\$46,642.09	\$881.34	53	36
Tom Green	5670	77.30%	\$1,800,630.00	\$1,391,898.04	\$881.34	1,579	1292

The white columns auto-populate based on the data we enter. This data is based on the amount received for one of our CEAP contracts to expend the funds and serve the counties equitably.

CONCHO VALLEY COMMUNITY ACTION AGENCY

EXECUTIVE DIRECTOR EVALUATION AND GOALS

DATE: January 12, 2022

EVALUATION

I. Knowledge of programs and Agency operations.

Does the ED demonstrate knowledge of Agency programs and operations, including methods of maximizing funding sources and use of funds for the populations we serve?

Rating (1-5): 1

Comments: Mark was very open and graded himself a 2.

II. Communication with the Board.

Does the ED provide the Board with sufficient information for the Board to stay informed, to understand Agency operations, and to exercise its oversight authority?

Rating (1-5): 1

Comments:

III. Communication with the Public.

Does the ED or his/her designee provide information to the public, including: (a) Program information to our target populations; (b) Information to agencies CVCAA can partner with, or that also serve our target populations; and (c) General information to the public, to build support for the Agency and the programs the Agency administers.

Rating (1-5): 1

Comments: Mark and his Team have made a concerted effort to reach out to all counties.

IV. Financial stability.

Does the ED take appropriate steps to maximize the short- and long-term financial stability of the Agency, and to protect Agency assets?

Rating (1-5): 1

Comments: Mark would rate himself a 2 as they did have an issue with making sure utilizing Board votes he handled all questions on

Rating scale:

1. Consistently exceeds expectations
2. Sometimes exceeds expectations
3. Consistently meets expectations
4. Sometimes fails to meet expectations
5. Consistently fails to meet expectations

financials. _____

V. Collaboration.

Does the ED work with other agencies or programs to maximize services to our target populations?

Rating (1-5): 1

Comments:

VI. Geographic equity.

Does the ED assure that Agency resources are used throughout our geographic region, taking into account the socioeconomic and demographic profile of each county?

Rating (1-5): 1

Comments: They have made a concerted effort to reach all areas of Concho Valley. Needs to work on the outlying areas.

VII. Management.

Does the ED demonstrate appropriate management skills, including: (a) Relationships with subordinates; (b) Alignment of personnel to programs; (c) Efficient operations of the Agency; (d) Agency worker morale; (e) Training, development, and advancement opportunities for Agency personnel; and (e) Compliance with federal, state, and Board policies. Traits to consider are the ED's conflict resolution; decision-making process; planning; leadership;

Rating (1-5): 1

Comments:

VIII. Other.

Provide any other comments regarding the ED.

Comments: Overall – 1. Suggest we have a formal onboarding for new Board members.

Rating scale:

- 1. Consistently exceeds expectations
- 2. Sometimes exceeds expectations
- 3. Consistently meets expectations
- 4. Sometimes fails to meet expectations
- 5. Consistently fails to meet expectations

GOALS FOR COMING YEAR

Specific goals for the ED for the coming year:

- 1. Continue services that are being provided to the Concho Valley.

- 2. Dedicated space.

- 3. Stabilized funding for programs and retain key staff members.

- 4. _____

- 5. _____

- 6. _____
