

**NOTICE OF MEETING**  
CONCHO VALLEY COMMUNITY ACTION AGENCY  
BOARD OF DIRECTORS

FILED FOR RECORD  
22 FEB -1 AM 9:50

Date: February 9, 2022  
Time: 5:30 PM  
Place: Cactus Hotel, Basement  
36 E. Twohig, San Angelo  
Tom Green County, Texas

CHRISTINA UBANDO  
COUNTY CLERK  
COUNTY OF TOM GREEN, 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

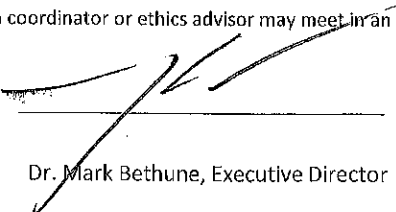
**NOTICE:** The Board of Directors may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda. Items on this Agenda may be taken out of the order listed. The Board reserves the right to deliberate in closed session pursuant to 551 of the Texas Government Code. Public 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. Board training
4. Consider minutes for prior meeting and take appropriate action
5. Financial report
6. Community programs report
7. Housing report
8. Executive director's report
9. Discuss monthly meeting schedule
10. Discuss branded office space
11. Consider and take appropriate action concerning financial institutions signing authority
12. Consider future agenda items
13. 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, 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 31 day of January, 2022.

  
Dr. Mark Bethune, Executive Director

**TRANSACTION REPORT**

FEB/02/2022/WED 04:30 PM

**BROADCAST**

#	DATE	START T.	RECEIVER	COM. TIME	PAGE	TYPE/NOTE	FILE
001	FEB/02	04:16PM	Concho County Clerk	0:00:38	1	MEMORY OK	G3 5530
002		04:17PM	Crockett County Clerk	0:00:21	1	MEMORY OK	SG3 5530
003		04:18PM	Coke County Clerk	0:00:34	1	MEMORY OK	ECM 5530
004		04:19PM	Irion County Clerk	0:00:48	1	MEMORY OK	G3 5530
005		04:21PM	Kimble County Clerk	0:00:41	1	MEMORY OK	G3 5530
006		04:22PM	Menard County Clerk	0:00:35	1	MEMORY OK	SG3 5530
007		04:23PM	Reagan County Clerk	0:00:28	1	MEMORY OK	SG3 5530
008		04:24PM	Schleicher County Clerk	0:00:38	1	MEMORY OK	ECM 5530
009		04:25PM	Sterling County Clerk	0:00:22	1	MEMORY OK	SG3 5530
010		04:25PM	Sutton County Clerk			MEMORY BUSY	5530
<b>TOTAL</b>				<b>0:05:05</b>	<b>9</b>		

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

**NOTICE OF MEETING**  
**CONCHO VALLEY COMMUNITY ACTION AGENCY**  
**BOARD OF DIRECTORS**

Date: February 9, 2022  
Time: 5:30 PM  
Place: Cactus Hotel, Basement  
36 E. Twohig, San Angelo  
Tom Green County, Texas

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**Agenda**

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

**CONCHO VALLEY COMMUNITY ACTION AGENCY  
BOARD OF DIRECTOR'S MINUTES  
February 9, 2022**

Meeting was held in the Basement, Cactus Hotel, 36 East Twohig, San Angelo, Tom Green County, Texas and via Zoom Meeting ID 86599546684 Passcode: 275423  
<https://us02web.zoom.us/j/86599546684?pwd=QWtjZklQdjh6OEhCbUtHc1Y5TWovUT09>

Present at meeting:

**Directors:**

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

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

**Low Income Sector:** Amanda Cruz  
Bernie Coffee CVCAA Secretary  
Noemi Samaniego CVCAA  
Stephanie Hamby  
Becky Trojczak - absent

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

**Agenda**

1. The Honorable Brandon Corbin called the meeting to order at 5:35pm and determined a quorum.
2. Invocation by Bernie Coffee.
3. Board Training – Community Partnership – available on server for Board files. Board Member – Fiduciary Duties – Duty of Care and Duty of Loyalty – Focused on Duty of Loyalty as a Board Member. Disclosure of potential conflicts of interest. ED clarified we are not a Headstart entity. Subject of travel reimbursement – allowed. Shared examples of potential cases that would be voted on by Board members with the potential member recused

themselves. Amanda Cruz shared information to make sure not a conflict of interest. Discussed that members may recuse themselves if they may have

4. Consider minutes for prior meeting and take appropriate action. Removed The Honorable David Dillard as the chair and include Stephanie Hamby left meeting prior to Executive Session.  
Motion made by The Honorable Hal Spain to accept minutes from prior meeting.  
Second made by The Honorable Steve Floyd  
Motion passed 12-0
5. Consider and take appropriate action on financial report. No action as Lyla Blue is not in attendance. Will review 2 months next meeting.
6. Consider and receive community programs report. Tracey Dishon great month - \$455k in January. Projecting up to 30 days for applications for utility assistance to be processed once eligible for assistance. Still awaiting 2022 CEAP contracts. LIHWAP contracts have not been released yet from TDHCA. Currently have signed water agreements with 7 water companies in our area including City of San Angelo. Currently have 6 families in case management. Currently taking referrals for case management. Tracking 4 families to transition out of poverty.
7. Consider and receive housing report. Sarah Eckel - CVCAA served as a co-lead for the Point in Time County with the City of San Angelo. Estimating at least 100 individuals. Looking at increasing presence in the community – local and rural. TBRA – currently supporting 2 households in Sonora, 1 household in Big Lake, 1 household in Junction, and 1 household in Mertzon. Processing households in Eola, Ozona, and Grape Creek. San Angelo Gives May 3<sup>rd</sup>. 27 new households for homeless/homelessness prevention program – currently 176 households receiving assistance.
8. Consider and receive Executive Director's report. Pending approval of Texas Department of Housing and Community Affairs (TDHCA). Contracts released: 2022 Comprehensive Energy Assistance Program (CEAP) \$1,761,022 – 90% - remainder release later in the year. 2022 LIHEAP WAP (weatherization) - \$275,745. And additional LIHEAP \$248,843. Met with new Board Chair – The Honorable Brandon Corbin. Only serving 7% of potentially eligible people. Board training offered at the annual conference May 18-20 in San Antonio (hotel and per diem). Staff update – losing one member. Texas Association of Community Action Agency – Board member did not know about programs – ED shared programs – Community Programs, Utility Assistance, Tenant

Based Rental Assistance, Texas Emergency Mortgage, Homeless – stop gap program.

9. Discuss monthly meeting schedule. Many of our members are remote. Judges have several meetings that end at 3:15pm. Discussed possibility of starting at 4pm. Survey to be sent out. Consensus for next meeting March 23, 2022.
10. Discuss branded office space. ED discussed internally and with the Board. A long-term project – allow for renting and leasing property but not purchasing. Sarah Eckel looking at fundraising. ED to keep Board updated. Discussion.
11. Consider and take appropriate action concerning financial institutions signing authority. ED was addressed at the last meeting. Would like to add Stephanie Hamby to sign checks for First Financial.  
Motion by The Honorable Debra Harwood  
Second by The Honorable Hal Span  
Motion passed 12-0
12. Consider future agenda items –

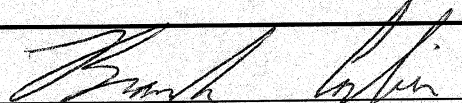
**Set date for future meeting.**

Wednesday, March 23, 2022. Meeting Basement Cactus Hotel @ 5:30pm.

13. There being no further business before the Board, The Honorable Brandon Corbin adjourned the meeting at 6:28pm.

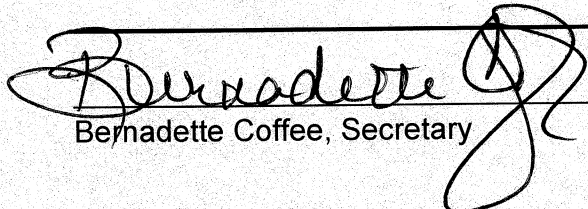
Signed this 13 day of Apr. 1, 2022.

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The Honorable Brandon Corbin, Chair

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Bernadette Coffee, Secretary

**Concho Valley Community Action Agency**  
**Statement of Financial Position**  
**December 31, 2021**

	<u>Programs</u>	<u>Unrestricted</u>	<u>Total</u>
<b>Assets</b>			
Current Assets			
First Financial Checking	(97,387.49)	293,713.86	196,326.37
1st Community FCU Savings	-	32.11	32.11
First Financial MMA	10,965.60	6,019.32	16,984.92
First Financial CD	-	-	-
Grants Receivable	1,184,132.06	-	1,184,132.06
Security Deposit	-	3,050.00	3,050.00
Total Current Assets	<u>1,097,710.17</u>	<u>302,815.29</u>	<u>1,400,525.46</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>1,111,943.37</u>	 <u>302,815.29</u>	 <u>1,414,758.66</u>
<b>Liabilities</b>			
Short-term Liabilities			
Accounts Payable	552,682.77	204.94	552,887.71
Payroll Liabilities Payable	9,349.12	-	9,349.12
Accrued Vacation	-	26,874.44	26,874.44
Line of Credit	-	-	-
Total Short-term Liabilities	<u>562,031.89</u>	<u>27,079.38</u>	<u>589,111.27</u>
 Net Assets			
Unrestricted	-	275,735.91	275,735.91
Temporarily Restricted	535,678.28	-	535,678.28
Permanently Restricted	14,233.20	-	14,233.20
Total Net Assets	<u>549,911.48</u>	<u>275,735.91</u>	<u>825,647.39</u>
 Total Liabilities and Net Assets	 <u>1,111,943.37</u>	 <u>302,815.29</u>	 <u>1,414,758.66</u>

**Concho Valley Community Action Agency**  
**Income/Expenses Budget Comparison**  
**As of December 31, 2021**  
(100% of 12 Month Period)

	Budget	Income			Expenses		
		December	YTD	% of Budget	December	YTD	% of Budget
10 CSBG	267,570.34	1,391.08	267,570.34	100.00%	18,418.59	271,885.00	101.61%
11 CSBG CARES	11,188.83	-	11,188.83	100.00%	5,396.76	11,282.80	100.84%
15 CSBG-D	19,489.00	-	19,489.00		-	19,489.00	
17 VITA	13,200.00	-	13,190.49	99.93%	-	8,717.45	66.04%
19 CEAP ARP	1,808,478.00	97,261.28	301,098.42	16.65%	66,091.38	144,928.52	8.01%
20 CEAP	2,116,350.53	418,619.11	2,143,138.39	101.27%	349,208.57	1,742,519.13	82.34%
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		-	1,615.78	
23 Neighbor to Neighbor	18,451.93	-	7,500.00	40.65%	435.65	4,487.02	24.32%
24 TXU Energy Aid	10,697.20	2,500.00	12,500.00	116.85%	2,590.95	7,897.61	73.83%
25 Sharing the Warmth	4,030.99	-	764.99	18.98%	-	-	0.00%
27 COSA CDBG	250,000.00	39,315.79	125,624.60	50.25%	39,315.79	131,769.76	52.71%
28 COSA Water Assistance	125,686.10	-	55,000.00	43.76%	191.60	93,586.65	74.46%
29 Reliant CARE	7,135.50	-	2,500.00	35.04%	104.39	1,990.75	27.90%
30 DOE	341,572.40	9,441.19	59,666.13	17.47%	8,941.19	56,867.34	16.65%
33 Atmos WAP	39,342.00	-	30,000.00	76.25%	1,300.00	17,367.00	44.14%
40 LIHEAP	535,910.34	17,181.31	311,332.18	58.09%	21,181.31	320,922.07	59.88%
63 EFSP	35,090.00	-	35,090.00	100.00%	-	35,628.33	101.53%
67 SAAF	56,268.16	-	50,000.00	88.86%	5,075.01	43,775.38	77.80%
69 TBRA	1,050,000.00	-	1,055,230.68	100.50%	4,389.28	1,068,227.52	101.74%
71 ESG CARES	2,828,000.00	227,735.18	943,355.84	33.36%	227,735.18	945,784.11	33.44%
73 Barriers	50,000.00	-	50,000.20	100.00%	469.25	55,943.10	111.89%
75 TEMAP	500,000.00	34,117.01	118,079.43	23.62%	34,117.01	150,555.29	30.11%
91 Case Management	9,839.95	-	-	0.00%	372.10	2,717.46	27.62%
92 Make a Difference	1,250.00	-	-	0.00%	-	-	0.00%
93 United Way	20,602.59	2,083.34	18,750.06	91.01%	100.00	1,190.44	5.78%
99 Interest	90.00	0.29	235.62	261.80%	-	-	0.00%
99 Unrestricted	9,000.00	758.30	10,045.82	111.62%	2,142.15	16,119.69	179.11%

**Concho Valley Community Action Agency**  
**Profit/(Loss) by Program**  
**As of December 31, 2021**  
(100% of 12 Month Period)

	Community Services	Utility Assistance	Weatherization	Housing	Administration	Total
<b>Revenues</b>	380,189	3,502,656	400,998	2,201,756	10,281	6,495,881
<b>Expenses</b>	359,058	2,985,688	395,156	2,256,138	16,120	6,012,160
<b>Profit/(Loss)</b>	21,131	516,969	5,842	(54,382)	(5,838)	483,721





## Concho Valley Community Action Agency

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

[www.cvcaa.org](http://www.cvcaa.org)

phone - 325-653-2411

fax - 325-658-3147



### January 2022 Community Programs Report

***Our agency assisted over 958 individuals in the month of January with one or more of our programs.***

CEAP and all Utility Assistance Programs:

We started taking applications for Utility assistance on January 3<sup>rd</sup>. Drop off applications accepted starting January 5<sup>th</sup>. Our intake team is working hard to get applications ready for processing for our case managers. Projecting up to 30 days for applications to be processed once eligible for assistance.

- The spreadsheet below includes the households served and expenditures for the month of January only. We spent 455,000 in encumbered expenditures for the month of January. We are currently expending CEAP ARP funding and roll over from 2021 CEAP. Still awaiting 2022 contracts.
- We assisted 10 individuals with CDBG COSA payments including electric, gas and water.
- We did receive our COSA water funds and have already assisted 114 individuals with water.
- LIHWAP contracts have not been released yet from TDHCA. We do have signed water agreements with about 7 of our water companies in our service area, including COSA.

Case Management/Direct Services

- We currently have 6 families on case management. We are tracking a household of 4 individuals. They should transition out of poverty in February. We are currently taking referrals for case management.
- CSBG-D discretionary funds are approved, but we are waiting on the contracts. We will have 20,000 in direct services to assist with tuition/educational and work expenses, and 8,333 which can be used for technology and operational systems.
- Assisted 15 individuals with Area Foundation food cards and 14 individuals with bus passes.



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Utility Assistance - January 2022								
County	Households in Poverty	Households	Individuals	Monthly Expenditures	Monthly Average/HH	YTD Expenditures	% Of total households in poverty in area	% Total year expenditures
Coke	223	4	6	\$803.34	\$200.84	\$803.34	3.04%	1.49%
Concho	120	7	11	\$1,713.69	\$244.81	\$1,713.69	1.64%	3.19%
Crockett	232	2	6	\$517.50	\$258.75	\$517.50	3.16%	0.96%
Irion	80	1	1	\$675.30	\$675.30	\$675.30	1.09%	1.26%
Kimble	352	1	1	\$95.55	\$95.55	\$95.55	4.80%	0.18%
Menard	177	3	5	\$906.53	\$302.18	\$906.53	2.41%	1.69%
Reagan	83	2	5	\$425.78	\$212.89	\$425.78	1.13%	0.79%
Schleicher	185	1	1	\$90.75	\$90.75	\$90.75	2.52%	0.17%
Sterling	23	-	-	\$0.00	\$0.00	\$0.00	0.31%	0.00%
Sutton	190	10	12	\$1,910.26	\$191.03	\$1,910.26	2.59%	3.55%
Tom Green	5670	227	411	\$46,597.21	\$205.27	\$46,597.21	77.30%	86.72%
<b>Total</b>	<b>7335</b>	<b>258</b>	<b>459</b>	<b>\$53,735.91</b>	<b>\$208.28</b>	<b>\$53,735.91</b>	<b>100.00%</b>	<b>100.00%</b>



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### January 2022 **HOUSING REPORT**

1. Point In Time Count
  - a. CVCAA served as a co-lead for the PIT Count with the City of San Angelo
  - b. It was a very successful count, although we don't know final numbers yet. We're estimating at least 100, which would project it out to around 250 homeless individuals.
  - c. There was a lot of community investment – through donations & volunteer time
  
2. Tenant Based Rental Assistance
  - a. Currently supported - 2 HH in Sonora, 1 HH in Big Lake, 1 HH in Junction, and 1 HH in Mertzon.
  - b. HHs in Eola, Ozona, Grape Creek are currently being processed for HH approval.
  
3. Homeless & Homelessness Prevention (ESG)
  - a. 27 New Households in January 2022
  - b. 176 Households total currently receiving assistance
  
4. Mortgage Assistance (TEMAP)
  - a. Contract obligation date extended to May 31, 2022
  - b. 37 HH being served currently
  - c. 94 individuals
  - d. Counties with served HHs
    - i. Concho, Crockett, Irion, McCulloch, Reagan, and Tom Green

### **DEVELOPMENT & OUTREACH REPORT**

5. Outreach & Development
  - a. Outreach was suspended the last two weeks of January because of staff illness and illnesses at venues

- b. Scheduling a presence at fairs & events (including the Rodeo Parade!)
  - i. Please let us know if there is something locally where you would like the agency to present. We are working on increasing our activity throughout our service delivery area
- c. Goal of expanding our earned media presence in 2022
- d. Goal of combining outreach & development opportunities where available
- e. Advertising package for basement TV should be available by mid-February
- f. CVCAA held a blood drive & mini-fundraiser the first week of January. We will work on another one in San Angelo & two in the outer counties. Dates TBD
- g. **SAVE THE DATE – San Angelo Gives is May 3<sup>rd</sup>**
- h. Designing house signs for the weatherization program to place in yards of weatherized homes to increase awareness of the program. Should be finished and ordered by mid-February
- i. Superior Health Grant was received. We're designing bags for street essentials and housewarming for our homeless neighbors.
- j. United Way site visit was very successful. Two of our clients came to speak about services received and we're very grateful for Ms. Trojack and Mr. Belman for showing board support for our application.
- k. CVCAA serves on the COAD (Community Organizations Active in Disaster). This is a coordinating committee with the Texas Department of Emergency Management. We successfully navigated through Winter Storm Landon and are proud to be serving our community by directing our neighbors to appropriate resources. We're looking forward to continuing this role. CVCAA also provided press and outreach materials on behalf of the COAD as a part of our role in this program.

Executive Director's Report  
February 9, 2022

At this time, no contracts administered by the Texas Department of Housing and Community Affairs (TDHCA) have been approved. This is not uncommon at the first of the year. However, the numbers of a few contracts have been released:

- 2022 Comprehensive Energy Assistance Program (CEAP). \$1,761,022. This represents 90% of the total contract. The remainder will be released later in the year.
- 2022 LIHEAP WAP (weatherization). \$275,745.
- Additional LIHEAP. \$248,843.

On January 13, I attended the TDHCA monthly Board of Directors' Meeting. Prior to the meeting, I was able to speak with TDHCA managers about our agency and programs. Management affirmed that our agency is in very good standing with the State.

On Friday, January 28, I met with new Board Chair the Honorable Brandon Corbin to discuss board and agency matters for 2022.

On Wednesday, February 2, I attended an energy summit sponsored by the Texas Association of Community Action Agencies (TACAA), of which I sit on the executive committee. The summit was designed to bring together community action agencies, funders, and utility companies so that more low-income households may be served with utility assistance in 2022.

On February 3 and 4, I attended the quarterly TACAA BOD meeting. The next meeting will be the annual conference May 18-20 in San Antonio. Training sessions are conducted during the annual meeting. There will be a board tract. Please let me know if you'd like to attend. Board training (hotel and per diem) is an allowable grant expense and is encouraged by funders.

Staff update.

Office space update.

