

NOTICE OF MEETING
CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS

FILED FOR RECORD
2022 MAY -3 AM 9:42

CHRISTINA UBANDO
COUNTY CLERK
COUNTY OF TOM GREEN, TEXAS

Date: May 11, 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

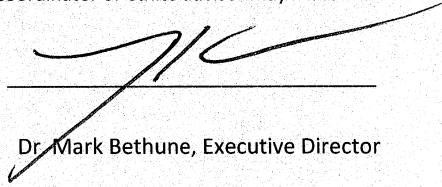
NOTICE: The Board of Directors may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda. Items on this Agenda may be taken out of the order listed. The Board reserves the right to deliberate in closed session pursuant to 551 of the Texas Government Code. Public comment 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. Consider and take appropriate action on budget amendment
6. Community programs report
7. Housing report
8. Executive director's report
9. San Angelo Gives report
10. Monitoring report
11. Consider and take appropriate action on HOME Homeowner Rehab/Reconstruction application
12. Consider and take appropriate action on procuring banking services
13. Consider and take appropriate action on authorized banking signatories
14. Strategic Plan update
15. Consider future agenda items
16. 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 3 day of May, 2022.



Dr. Mark Bethune, Executive Director

CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTOR'S MINUTES
May 11, 2022

Meeting was held in the Basement, Cactus Hotel, 36 East Twohig, San Angelo, Tom Green County, Texas and via Zoom Meeting ID 87826868953 Passcode: 944404

Present at meeting:

<https://us02web.zoom.us/j/87826868953?pwd=Z3JzY2g0VHFLaStraC9OSi9HZ2lqdz09>

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
Connie Booth - absent
Donna Holden - absent
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 5:30pm and determined a quorum.
2. Invocation by Bernie Coffee.
3. Consider minutes for prior meeting and take appropriate action.
Motion to accept by Neta Wescott
Second by Amanda Cruz
Motion carried 11-0

4. Consider and take appropriate action on financial report. Lyla discussed changes made to dates and corrections to include revenue. March report – state changed we are allowed to do payments under utility payments – allowed to do yearly payments. Discussion regarding receiving monies from CEAP – have 45 days – normally close to 40 days. Some providers utilizing EFT – able to get money to them overnight. Discussion on accounts payables and encumbrances.

5. Consider and take appropriate action on budget amendment. Lyla made a couple of changes of amendments. The only grant on budget is CSBG as approved last year. Page 3-4 are revenue and expenses. Last 2 pages are plus and minus – actual amendment. Under revenue, we have grants, contributions, interest, and added rollover (not a new grants). Previously, used zero based balanced. This year used encumbrances for the year and best guess estimate on what would be spent.
Motion to approve budget amendment by Stephanie Hamby.
Second by Noemi Samaniego.
Motion carried 11-0

6. Consider and receive community programs report. Tracey reported. Doing lump sums for customers – allowed to pledge for the year. Currently no wait on completed and eligible applications. Assisted 29 individuals with CDBG COSA payments including electric, gas, and water. Signed water vendor agreements with about 10 water vendors in our service area. Assisted over 100 individuals in the month of April with water bills. Transitioned a family of 4 out of poverty. Have a case management family from Ozona. Current family of 3 added in April, enrolled in Howard College. Should have 11 by the end of May.

7. Consider and receive housing report. Sarah reported. Tenant Based Rental Assistance – currently supporting 7 households (Sonora, Big Lake, Junction, Mertzon, Ozona, and Grape Creek). 22 new households in April for Homeless/Homelessness Prevention. Mortgage assistance has been extended until August 2021. TDCA invited to apply for grant. Doubled San Angelo Gives. Beginning a hygiene closet for once a month – referred from other agencies to do need to be in a CVCAA program – funded by Super Health. Next fundraiser will be in July. Question – are you able to distribute in outer counties? Answer – Yes.

8. Consider and receive Executive Director's report. ED reported. Two contracts for weatherization. DOE weatherization will be 4 times normal funding – should last about 4 years. Conversation ongoing about homeless shelter. Reported on boards currently serving. Joined San Angelo Chamber of Commerce. Attended Nonprofit conference. No staff updates currently. Legal counsel out of town.
9. San Angelo Gives report. \$3,020.
10. Monitoring report. Report not received.
11. Consider and take appropriate action on HOME Homeowner Rehab/Reconstruction application. ED received some answers. Have other questions. Tabled until next month.
12. Consider and take appropriate action on procuring banking services. ED states considering First National Bank of Mertzon and First Financial. Lyla – sent out packet – competitive bid – online banking access, free checking, pledge securities, line of credit for grants without advance funding. First Financial is not willing to work on line of credit. First National Bank of Mertzon is recommendation. Transfer date September 1, 2022. Possibility get a line of credit based on accounts receivable – would require Board approval. Motion to authorize Lyla Martinez to negotiate best possible terms for banking services and return to Board next month by The Honorable Deborah Horwood.
Second by The Honorable Steve Floyd.
Motion carried 11-0.
13. Consider and take appropriate action on authorized banking signatories.
Tabled.
14. Strategic Plan update – Tracey updated. Written 2022. Set department targets. Housing grants met targets. Area Foundation to help with food cards. Obtained more employees and office space. Using Microsoft Teams to communicate. Board of Directors increased participation. Outreach doing a great job – rural numbers will be shared at next month. Working with partnership – utilizing UniteUs.

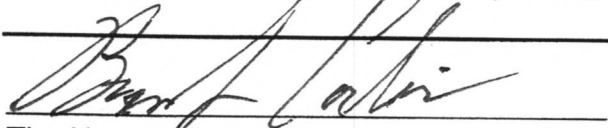
15. Consider future agenda items – update on community action plan, client satisfaction survey results, monitoring report, HOME application, baking services and signatories.

Set date for future meeting.

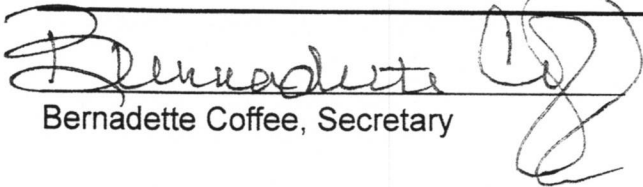
Wednesday, June 8, 2022. Meeting Basement Cactus Hotel @ 5:30pm.

16. There being no further business before the Board, The Honorable Brandon Corbin adjourned the meeting at 6:16pm.

Signed this 8 day of June, 2022. ~~May~~ MB



The Honorable Brandon Corbin, Chair



Bernadette Coffee, Secretary

Concho Valley Community Action Agency
Statement of Financial Position
January 31, 2022

	<u>Programs</u>	<u>Unrestricted</u>	<u>Total</u>
Assets			
Current Assets			
First Financial Checking	233,553.24	294,240.03	527,793.27
1st Community FCU Savings	-	32.11	32.11
First Financial MMA	10,965.60	6,019.61	16,985.21
First Financial CD	-	-	-
Grants Receivable	344,215.95	-	344,215.95
Security Deposit	-	3,050.00	3,050.00
Total Current Assets	<u>588,734.79</u>	<u>303,341.75</u>	<u>892,076.54</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>602,967.99</u>	 <u>303,341.75</u>	 <u>906,309.74</u>
 Liabilities			
Short-term Liabilities			
Accounts Payable	118,260.97	1,241.10	119,502.07
Payroll Liabilities Payable	9,305.45	-	9,305.45
Accrued Vacation	-	26,874.44	26,874.44
Line of Credit	-	-	-
Total Short-term Liabilities	<u>127,566.42</u>	<u>28,115.54</u>	<u>155,681.96</u>
 Net Assets			
Unrestricted	-	275,226.21	275,226.21
Temporarily Restricted	461,168.37	-	461,168.37
Permanently Restricted	14,233.20	-	14,233.20
Total Net Assets	<u>475,401.57</u>	<u>275,226.21</u>	<u>750,627.78</u>
 Total Liabilities and Net Assets	 <u>602,967.99</u>	 <u>303,341.75</u>	 <u>906,309.74</u>

Concho Valley Community Action Agency
Income/Expenses Budget Comparison
As of January 31, 2022
(8% of 12 Month Period)

	Budget	Income			Expenses		
		January	YTD	% of Budget	January	YTD	% of Budget
10 CSBG	225,945.00	33,285.76	33,285.76	14.73%	14,842.58	14,842.58	6.57%
15 CSBG-D	-	-	-	#DIV/0!	-	-	#DIV/0!
17 VITA	-	-	-	#DIV/0!	-	-	#DIV/0!
19 CEAP ARP	-	-	-	#DIV/0!	23,144.93	23,144.93	#DIV/0!
20 CEAP	-	27,348.81	27,348.81	#DIV/0!	89,084.56	89,084.56	#DIV/0!
22 Ambit Energy Aid	-	-	-	#DIV/0!	-	-	#DIV/0!
23 Neighbor to Neighbor	-	-	-	#DIV/0!	-	-	#DIV/0!
24 TXU Energy Aid	-	-	-	#DIV/0!	-	-	#DIV/0!
25 Sharing the Warmth	-	-	-	#DIV/0!	-	-	#DIV/0!
27 COSA CDBG	-	-	-	#DIV/0!	4,404.80	4,404.80	#DIV/0!
28 COSA Water Assistance	-	55,000.00	55,000.00	#DIV/0!	8,237.24	8,237.24	#DIV/0!
29 Reliant CARE	-	-	-	#DIV/0!	-	-	#DIV/0!
30 DOE	-	11,537.84	11,537.84	#DIV/0!	13,537.84	13,537.84	#DIV/0!
33 Atmos WAP	-	-	-	#DIV/0!	300.00	300.00	#DIV/0!
40 LIHEAP	-	-	-	#DIV/0!	16,493.91	16,493.91	#DIV/0!
63 EFSP	-	-	-	#DIV/0!	-	-	#DIV/0!
67 SAAF	-	-	-	#DIV/0!	13,971.83	13,971.83	#DIV/0!
69 TBRA	-	-	-	#DIV/0!	2,216.69	2,216.69	#DIV/0!
71 ESG CARES	-	189,725.89	189,725.89	#DIV/0!	189,725.89	189,725.89	#DIV/0!
73 Barriers	-	-	-	#DIV/0!	-	-	#DIV/0!
75 TEMAP	-	39,588.00	39,588.00	#DIV/0!	38,355.57	38,355.57	#DIV/0!
91 Case Management	-	-	-	#DIV/0!	518.03	518.03	#DIV/0!
92 Make a Difference	-	-	-	#DIV/0!	-	-	#DIV/0!
93 United Way	-	2,083.24	2,083.24	#DIV/0!	18,269.63	18,269.63	#DIV/0!
99 Interest	-	0.29	0.29	#DIV/0!	-	-	#DIV/0!
99 Unrestricted	-	2,062.00	2,062.00	#DIV/0!	2,571.99	2,571.99	#DIV/0!

Concho Valley Community Action Agency
Profit/(Loss) by Program
As of January 31, 2022
(8% of 12 Month Period)

	Community Services	Utility Assistance	Weatherization	Housing	Administration	Total
Revenues	35,369	82,349	11,538	229,314	2,062	360,632
Expenses	47,602	124,872	30,332	230,298	2,572	435,675
Profit/(Loss)	(12,233)	(42,523)	(18,794)	(984)	(510)	(75,044)

Concho Valley Community Action Agency
Statement of Financial Position
February 28, 2022

	<u>Programs</u>	<u>Unrestricted</u>	<u>Total</u>
Assets			
Current Assets			
First Financial Checking	(93,898.21)	297,388.41	203,490.20
1st Community FCU Savings	-	32.11	32.11
First Financial MMA	10,965.60	6,019.87	16,985.47
First Financial CD	-	-	-
Grants Receivable	456,929.10	-	456,929.10
Security Deposit	-	3,050.00	3,050.00
Total Current Assets	<u>373,996.49</u>	<u>306,490.39</u>	<u>680,486.88</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>388,229.69</u>	 <u>306,490.39</u>	 <u>694,720.08</u>
 Liabilities			
Short-term Liabilities			
Accounts Payable	259,561.04	748.96	260,310.00
Payroll Liabilities Payable	18,356.35	-	18,356.35
Accrued Vacation	-	26,874.44	26,874.44
Line of Credit	-	-	-
Total Short-term Liabilities	<u>277,917.39</u>	<u>27,623.40</u>	<u>305,540.79</u>
 Net Assets			
Unrestricted	-	278,866.99	278,866.99
Temporarily Restricted	96,079.10	-	96,079.10
Permanently Restricted	14,233.20	-	14,233.20
Total Net Assets	<u>110,312.30</u>	<u>278,866.99</u>	<u>389,179.29</u>
 Total Liabilities and Net Assets	 <u>388,229.69</u>	 <u>306,490.39</u>	 <u>694,720.08</u>

Concho Valley Community Action Agency
Income/Expenses Budget Comparison
As of February 28, 2022
(17% of 12 Month Period)

	Budget	Income			Expenses		
		February	YTD	% of Budget	February	YTD	% of Budget
10 CSBG	225,945.00	4,517.19	37,802.95	16.73%	10,564.60	25,407.18	11.24%
15 CSBG-D	-	-	-	#DIV/0!	-	-	#DIV/0!
17 VITA	-	-	-	#DIV/0!	2,744.53	2,744.53	#DIV/0!
18 LIHWAP	-	-	-	#DIV/0!	3,750.00	3,750.00	#DIV/0!
19 CEAP ARP	-	138,384.11	138,384.11	#DIV/0!	72,465.18	95,610.11	#DIV/0!
20 CEAP	-	8,522.14	35,870.95	#DIV/0!	124,335.86	213,420.42	#DIV/0!
22 Ambit Energy Aid	-	-	-	#DIV/0!	-	-	#DIV/0!
23 Neighbor to Neighbor	-	-	-	#DIV/0!	-	-	#DIV/0!
24 TXU Energy Aid	-	-	-	#DIV/0!	568.89	568.89	#DIV/0!
25 Sharing the Warmth	-	86.70	86.70	#DIV/0!	-	-	#DIV/0!
27 COSA CDBG	-	13,157.31	13,157.31	#DIV/0!	9,875.17	14,279.97	#DIV/0!
28 COSA Water Assistance	-	-	55,000.00	#DIV/0!	27,608.23	35,845.47	#DIV/0!
29 Reliant CARE	-	-	-	#DIV/0!	-	-	#DIV/0!
30 DOE	-	14,396.31	25,934.15	#DIV/0!	11,647.57	25,185.41	#DIV/0!
33 Atmos WAP	-	-	-	#DIV/0!	-	300.00	#DIV/0!
40 LIHEAP	-	9,618.54	9,618.54	#DIV/0!	4,129.21	20,623.12	#DIV/0!
63 EFSP	-	-	-	#DIV/0!	-	-	#DIV/0!
67 SAAF	-	25,000.00	25,000.00	#DIV/0!	1,615.16	15,586.99	#DIV/0!
69 TBRA	-	-	-	#DIV/0!	2,727.24	4,943.93	#DIV/0!
71 ESG CARES	-	228,785.38	418,511.27	#DIV/0!	228,803.28	418,529.17	#DIV/0!
73 Barriers	-	-	-	#DIV/0!	7,317.84	7,317.84	#DIV/0!
75 TEMAP	-	39,925.43	79,513.43	#DIV/0!	39,926.66	78,282.23	#DIV/0!
91 Case Management	-	-	-	#DIV/0!	-	518.03	#DIV/0!
92 Make a Difference	-	-	-	#DIV/0!	-	-	#DIV/0!
93 United Way	-	2,083.34	4,166.68	#DIV/0!	-	18,269.63	#DIV/0!
99 Interest	-	0.26	0.55	#DIV/0!	-	-	#DIV/0!
99 Unrestricted	-	6,141.82	8,203.82	#DIV/0!	2,501.30	5,073.29	#DIV/0!

Concho Valley Community Action Agency
Profit/(Loss) by Program
As of February 28, 2022
(17% of 12 Month Period)

	Community Services	Utility Assistance	Weatherization	Housing	Administration	Total
Revenues	66,970	242,499	35,553	498,025	8,204	851,250
Expenses	62,526	363,475	46,109	509,073	5,073	986,256
Profit/(Loss)	4,443	(120,976)	(10,556)	(11,048)	3,131	(135,006)

Concho Valley Community Action Agency
Statement of Financial Position
March 31, 2022

	<u>Programs</u>	<u>Unrestricted</u>	<u>Total</u>
Assets			
Current Assets			
First Financial Checking	45,268.22	298,777.35	344,045.57
1st Community FCU Savings	-	32.11	32.11
First Financial MMA	10,965.60	6,020.16	16,985.76
First Financial CD	-	-	-
Grants Receivable	1,504,995.06	-	1,504,995.06
Security Deposit	-	3,050.00	3,050.00
Total Current Assets	<u>1,561,228.88</u>	<u>307,879.62</u>	<u>1,869,108.50</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>1,575,462.08</u>	 <u>307,879.62</u>	 <u>1,883,341.70</u>
Liabilities			
Short-term Liabilities			
Accounts Payable	1,007,079.83	357.46	1,007,437.29
Payroll Liabilities Payable	15,295.67	-	15,295.67
Accrued Vacation	-	26,874.44	26,874.44
Line of Credit	-	-	-
Total Short-term Liabilities	<u>1,022,375.50</u>	<u>27,231.90</u>	<u>1,049,607.40</u>
 Net Assets			
Unrestricted	-	280,647.72	280,647.72
Temporarily Restricted	538,853.38	-	538,853.38
Permanently Restricted	14,233.20	-	14,233.20
Total Net Assets	<u>553,086.58</u>	<u>280,647.72</u>	<u>833,734.30</u>
 Total Liabilities and Net Assets	 <u>1,575,462.08</u>	 <u>307,879.62</u>	 <u>1,883,341.70</u>

Concho Valley Community Action Agency
Income/Expenses Budget Comparison
As of March 31, 2022
(25% of 12 Month Period)

	Budget	Income			Expenses		
		March	YTD	% of Budget	March	YTD	% of Budget
10 CSBG	225,945.00	17,203.93	55,006.88	24.35%	13,703.93	39,111.11	17.31%
15 CSBG-D	-	-	-	#DIV/0!	-	-	#DIV/0!
17 VITA	-	-	-	#DIV/0!	2,396.80	5,141.33	#DIV/0!
18 LIHWAP	-	-	-	#DIV/0!	-	3,750.00	#DIV/0!
19 CEAP ARP	-	1,009,304.36	1,147,688.47	#DIV/0!	514,326.04	609,936.15	#DIV/0!
20 CEAP	-	-	35,870.95	#DIV/0!	369,719.11	583,139.53	#DIV/0!
22 Ambit Energy Aid	-	-	-	#DIV/0!	827.52	827.52	#DIV/0!
23 Neighbor to Neighbor	-	-	-	#DIV/0!	-	-	#DIV/0!
24 TXU Energy Aid	-	-	-	#DIV/0!	485.34	1,054.23	#DIV/0!
25 Sharing the Warmth	-	-	86.70	#DIV/0!	-	-	#DIV/0!
27 COSA CDBG	-	11,940.16	25,097.47	#DIV/0!	13,094.53	27,374.50	#DIV/0!
28 COSA Water Assistance	-	-	55,000.00	#DIV/0!	11,900.10	47,745.57	#DIV/0!
29 Reliant CARE	-	2,500.00	2,500.00	#DIV/0!	-	-	#DIV/0!
30 DOE	-	13,185.69	39,119.84	#DIV/0!	10,435.69	35,621.10	#DIV/0!
33 Atmos WAP	-	-	-	#DIV/0!	-	300.00	#DIV/0!
40 LIHEAP	-	29,334.11	38,952.65	#DIV/0!	13,634.11	34,257.23	#DIV/0!
63 EFSP	-	-	-	#DIV/0!	-	-	#DIV/0!
67 SAAF	-	-	25,000.00	#DIV/0!	2,986.50	18,573.49	#DIV/0!
69 TBRA	-	5,868.00	5,868.00	#DIV/0!	3,488.53	8,432.46	#DIV/0!
71 ESG CARES	-	355,109.89	773,621.16	#DIV/0!	355,278.22	773,807.39	#DIV/0!
73 Barriers	-	19,358.73	19,358.73	#DIV/0!	10,025.16	17,343.00	#DIV/0!
75 TEMAP	-	28,339.17	107,852.60	#DIV/0!	28,350.74	106,632.97	#DIV/0!
91 Case Management	-	-	-	#DIV/0!	178.00	696.03	#DIV/0!
92 Make a Difference	-	-	-	#DIV/0!	-	-	#DIV/0!
93 United Way	-	3,083.26	7,249.94	#DIV/0!	3,109.00	21,378.63	#DIV/0!
99 Interest	-	0.29	0.84	#DIV/0!	-	-	#DIV/0!
99 Unrestricted	-	2,105.91	10,309.73	#DIV/0!	325.47	5,398.76	#DIV/0!

Concho Valley Community Action Agency
Profit/(Loss) by Program
As of March 31, 2022
(25% of 12 Month Period)

	Community Services	Utility Assistance	Weatherization	Housing	Administration	Total
Revenues	87,257	1,266,244	78,072	906,700	10,311	2,348,584
Expenses	84,901	1,273,828	70,178	906,216	5,399	2,340,521
Profit/(Loss)	2,356	(7,584)	7,894	485	4,912	8,063

**Concho Valley Community Action Agency
Original Budget
August 25, 2021**

Account	CSBG	CSBG-D	CSBG-D Tech	VITA	LIHWAP	CEAP ARP	CEAP	Utility Programs	COSA CDBG	COSA Water	DOE	Atmos WAP	LIHEAP
Revenue													
Grants	225,945.00												
Contributions													
Interest Income													
Miscellaneous Income													
Total Revenue	225,945.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rollover Funds													
Expenses													
Salaries and Wages	107,900.00												
Fringe Benefits	39,014.00												
Audit and Accounting	1,935.00												
Insurance	2,625.00												
Occupany	12,719.60												
Communications	540.00												
Office Supplies and Postage	1,536.00												
Program Supplies	0.00												
Furniture and Equipment	0.00												
Software	2,625.00												
Travel	32,436.00												
Vehicle Expense	150.00												
Repairs and Maintenance - Equipment	183.00												
Advertising	3,000.00												
Dues and Subscriptions	750.00												
Training	1,500.00												
Miscellaneous	165.00												
Direct Client Services	18,866.40												
Total Expenses	225,945.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenues Over/(Under) Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account	SAAF	TBRA	ESG CARES	Barriers	TEMAP	Case Management	Make a Difference	United Way	Unrestricted	Total
Revenue										
Grants										225,945.00
Contributions										0.00
Interest Income										0.00
Miscellaneous Income										0.00
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225,945.00
Rollover Funds										
Expenses										
Salaries and Wages										107,900.00
Fringe Benefits										39,014.00
Audit and Accounting										1,935.00
Insurance										2,625.00
Occupany										12,719.60
Communications										540.00
Office Supplies and Postage										1,536.00
Program Supplies										0.00
Furniture and Equipment										0.00
Software										2,625.00
Travel										32,436.00
Vehicle Expense										150.00
Repairs and Maintenance - Equipment										183.00
Advertising										3,000.00
Dues and Subscriptions										750.00
Training										1,500.00
Miscellaneous										165.00
Direct Client Services										18,866.40
Total Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225,945.00
Revenues Over/(Under) Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Concho Valley Community Action Agency
Amended Budget
May 11, 2022**

Account	CSBG	CSBG-D	CSBG-D Tech	VITA	LIHWAP	CEAP ARP	CEAP	Utility Programs	COSA CDBG	COSA Water	DOE	Atmos WAP	LIHEAP
Revenue													
Grants	225,945.00	20,833.00	8,696.00	7,500.00	248,834.00		1,761,022.00			55,000.00			275,745.00
Contributions				10,000.00				15,000.00					
Interest Income													
Miscellaneous Income													
Total Revenue	225,945.00	20,833.00	8,696.00	17,500.00	248,834.00	0.00	1,761,022.00	15,000.00	0.00	55,000.00	0.00	0.00	275,745.00
Rollover Funds				3,875.22		1,661,190.51	413,522.14	49,687.44	118,248.43	32,232.02	110,460.05	21,975.00	213,058.59
Expenses													
Salaries and Wages	107,900.00			3,000.00	25,000.00	150,000.00	220,000.00		19,824.78	7,500.00	50,000.00		50,000.00
Fringe Benefits	39,014.00			600.00	10,000.00	48,000.00	44,000.00		6,000.00	1,500.00	17,000.00		18,000.00
Audit and Accounting	1,935.00				500.00	3,000.00	5,000.00		250.00	125.00	534.13		2,500.00
Insurance	2,625.00				600.00	1,100.00	7,200.00		550.00	250.00	3,420.00		5,000.00
Occupany	12,719.60			6,000.00	4,000.00	6,000.00	75,000.00		3,000.00	1,000.00	1,500.00		15,000.00
Communications	540.00				125.00	1,000.00	3,000.00		300.00	100.00	250.00		3,000.00
Office Supplies and Postage	1,536.00			500.00	400.00	3,000.00	10,000.00		1,000.00	300.00	300.00		3,000.00
Program Supplies											1,500.00		4,500.00
Furniture and Equipment			8,696.00			1,000.00	2,500.00		300.00	100.00	25.00		250.00
Software	2,625.00				4,350.00	3,000.00	3,500.00		450.00	125.00	200.00		2,500.00
Travel	32,436.00				1,000.00	500.00	5,000.00		450.00	125.00	2,000.00		15,000.00
Vehicle Expense	150.00				40.00	50.00	100.00				100.00		1,000.00
Repairs and Maintenance - Equipment	183.00				50.00	500.00	750.00		75.00	50.00	100.00		1,000.00
Advertising	3,000.00				1,500.00	5,000.00	15,000.00		750.00	500.00	1,000.00		5,000.00
Dues and Subscriptions	750.00				200.00	500.00	1,500.00		100.00	50.00	50.00		100.00
Training	1,500.00				400.00	1,000.00	2,500.00		600.00	100.00	2,000.00		7,500.00
Miscellaneous	165.00			2,300.00	40.00	3,000.00	3,000.00		100.00	50.00	200.00		500.00
Direct Client Services	18,866.40	20,833.00			188,515.00	1,434,540.51	1,776,494.14	20,000.00	84,498.65	45,000.00	67,727.00	21,975.00	255,241.03
Total Expenses	225,945.00	20,833.00	8,696.00	12,400.00	236,720.00	1,661,190.51	2,174,544.14	20,000.00	118,248.43	56,875.00	147,906.13	21,975.00	389,091.03
Revenues Over/(Under) Expenses	0.00	0.00	0.00	8,975.22	12,114.00	0.00	0.00	44,687.44	0.00	30,357.02	(37,446.08)	0.00	99,712.56

Account	SAAF	TBRA	ESG CARES	Barriers	TEMAP	Case Management	Make a Difference	United Way	Unrestricted	Total
Revenue										
Grants	25,000.00	75,000.00		21,130.00						2,724,705.00
Contributions								44,859.15	10,000.00	79,859.15
Interest Income									2.00	2.00
Miscellaneous Income									15,000.00	15,000.00
Total Revenue	25,000.00	75,000.00	0.00	21,130.00	0.00	0.00	0.00	44,859.15	25,002.00	2,819,566.15
Rollover Funds	11,229.27		1,884,644.16		350,194.97	7,122.49	1,250.00	19,412.21		4,898,102.50
Expenses										
Salaries and Wages	1,500.00	12,000.00	250,000.00		16,500.00					913,224.78
Fringe Benefits	600.00	3,000.00	70,000.00		4,500.00					262,214.00
Audit and Accounting	100.00		5,000.00							18,944.13
Insurance	200.00		5,000.00		400.00					26,345.00
Occupany	600.00		10,000.00		500.00					135,319.60
Communications	100.00		1,000.00		50.00					9,465.00
Office Supplies and Postage	150.00	500.00	7,500.00		300.00					28,486.00
Program Supplies										6,000.00
Furniture and Equipment			500.00		25.00					13,396.00
Software	150.00		4,000.00		150.00					21,050.00
Travel	100.00	1,000.00	3,000.00		150.00					60,761.00
Vehicle Expense										1,440.00
Repairs and Maintenance - Equipment	50.00									2,758.00
Advertising	250.00		4,000.00		200.00					36,200.00
Dues and Subscriptions	25.00		100.00		25.00					3,400.00
Training	100.00		2,500.00		150.00					18,350.00
Miscellaneous	50.00		1,500.00		100.00				5,000.00	16,005.00
Direct Client Services	30,000.00	58,500.00	1,300,000.00	21,130.00	170,000.00	1,500.00		64,271.36	10,000.00	5,589,092.09
Total Expenses	33,975.00	75,000.00	1,664,100.00	21,130.00	193,050.00	1,500.00	0.00	64,271.36	15,000.00	7,162,450.60
Revenues Over/(Under) Expenses	2,254.27	0.00	220,544.16	0.00	157,144.97	5,622.49	1,250.00	0.00	10,002.00	555,218.05

**Concho Valley Community Action Agency
Amendment
May 11, 2022**

Account	CSBG	CSBG-D	CSBG-D Tech	VITA	LIHWAP	CEAP ARP	CEAP	Utility Programs	COSA CDBG	COSA Water	DOE	Atmos WAP	LIHEAP
Revenue													
Grants		20,833.00	8,696.00	7,500.00	248,834.00		1,761,022.00			55,000.00			275,745.00
Contributions				10,000.00				15,000.00					
Interest Income													
Miscellaneous Income													
Total Revenue	0.00	20,833.00	8,696.00	17,500.00	248,834.00	0.00	1,761,022.00	15,000.00	0.00	55,000.00	0.00	0.00	275,745.00
Rollover Funds				3,875.22		1,661,190.51	413,522.14	49,687.44	118,248.43	32,232.02	110,460.05	21,975.00	213,058.59
Expenses													
Salaries and Wages				3,000.00	25,000.00	150,000.00	220,000.00		19,824.78	7,500.00	50,000.00		50,000.00
Fringe Benefits				600.00	10,000.00	48,000.00	44,000.00		6,000.00	1,500.00	17,000.00		18,000.00
Audit and Accounting					500.00	3,000.00	5,000.00		250.00	125.00	534.13		2,500.00
Insurance					600.00	1,100.00	7,200.00		550.00	250.00	3,420.00		5,000.00
Occupany				6,000.00	4,000.00	6,000.00	75,000.00		3,000.00	1,000.00	1,500.00		15,000.00
Communications					125.00	1,000.00	3,000.00		300.00	100.00	250.00		3,000.00
Office Supplies and Postage				500.00	400.00	3,000.00	10,000.00		1,000.00	300.00	300.00		3,000.00
Program Supplies											1,500.00		4,500.00
Furniture and Equipment			8,696.00			1,000.00	2,500.00		300.00	100.00	25.00		250.00
Software					4,350.00	3,000.00	3,500.00		450.00	125.00	200.00		2,500.00
Travel					1,000.00	500.00	5,000.00		450.00	125.00	2,000.00		15,000.00
Repairs and Maintenance - Vehicles					40.00	50.00	100.00				100.00		1,000.00
Repairs and Maintenance - Equipment					50.00	500.00	750.00		75.00	50.00	100.00		1,000.00
Advertising					1,500.00	5,000.00	15,000.00		750.00	500.00	1,000.00		5,000.00
Dues and Subscriptions					200.00	500.00	1,500.00		100.00	50.00	50.00		100.00
Training					400.00	1,000.00	2,500.00		600.00	100.00	2,000.00		7,500.00
Miscellaneous				2,300.00	40.00	3,000.00	3,000.00		100.00	50.00	200.00		500.00
Direct Client Services		20,833.00			188,515.00	1,434,540.51	1,776,494.14	20,000.00	84,498.65	45,000.00	67,727.00	21,975.00	255,241.03
Total Expenses	0.00	20,833.00	8,696.00	12,400.00	236,720.00	1,661,190.51	2,174,544.14	20,000.00	118,248.43	56,875.00	147,906.13	21,975.00	389,091.03
Revenues Over/(Under) Expenses	0.00	0.00	0.00	8,975.22	12,114.00	0.00	0.00	44,687.44	0.00	30,357.02	(37,446.08)	0.00	99,712.56

Account	SAAF	TBRA	ESG CARES	Barriers	TEMAP	Case Management	Make a Difference	United Way	Unrestricted	Total
Revenue										
Grants	25,000.00	75,000.00		21,130.00						2,498,760.00
Contributions								44,859.15	10,000.00	79,859.15
Interest Income									2.00	2.00
Miscellaneous Income									15,000.00	15,000.00
Total Revenue	25,000.00	75,000.00	0.00	21,130.00	0.00	0.00	0.00	44,859.15	25,002.00	2,593,621.15
Rollover Funds	11,229.27		1,884,644.16		350,194.97	7,122.49	1,250.00	19,412.21		4,898,102.50
Expenses										
Salaries and Wages	1,500.00	12,000.00	250,000.00		16,500.00					805,324.78
Fringe Benefits	600.00	3,000.00	70,000.00		4,500.00					223,200.00
Audit and Accounting	100.00		5,000.00							17,009.13
Insurance	200.00		5,000.00		400.00					23,720.00
Occupany	600.00		10,000.00		500.00					122,600.00
Communications	100.00		1,000.00		50.00					8,925.00
Office Supplies and Postage	150.00	500.00	7,500.00		300.00					26,950.00
Program Supplies										6,000.00
Furniture and Equipment			500.00		25.00					13,396.00
Software	150.00		4,000.00		150.00					18,425.00
Travel	100.00	1,000.00	3,000.00		150.00					28,325.00
Repairs and Maintenance - Vehicles										1,290.00
Repairs and Maintenance - Equipment	50.00									2,575.00
Advertising	250.00		4,000.00		200.00					33,200.00
Dues and Subscriptions	25.00		100.00		25.00					2,650.00
Training	100.00		2,500.00		150.00					16,850.00
Miscellaneous	50.00		1,500.00		100.00				5,000.00	15,840.00
Direct Client Services	30,000.00	58,500.00	1,300,000.00	21,130.00	170,000.00	1,500.00		64,271.36	10,000.00	5,570,225.69
Total Expenses	33,975.00	75,000.00	1,664,100.00	21,130.00	193,050.00	1,500.00	0.00	64,271.36	15,000.00	6,936,505.60
Revenues Over/(Under) Expenses	2,254.27	0.00	220,544.16	0.00	157,144.97	5,622.49	1,250.00	0.00	10,002.00	555,218.05



Concho Valley Community Action Agency

36 E. Twohig, Ste. B2
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April 2022 Community Programs Report

Our agency has assisted 677 unduplicated individuals in the month of April with one or more of our programs.

CEAP and all Utility Assistance Programs:

- The spreadsheet below lists expenditures for April 2022 for Utility Assistance including CEAP and CEAP ARP. There is currently no wait on completed and eligible applications.
- We assisted 29 individuals with CDBG COSA payments including electric, gas and water.
- LIHWAP-Low Income Household Water Assistance Program contracts were released from TDHCA the last week in March. We have signed water vendor agreements with about nine water vendors in our service area. We assisted over 100 individuals in the month of April with their water bills. These customers were either disconnected or facing disconnect.

Case Management/Direct Services

- Case Management- We have already transitioned a family of 4. We are tracking a family of 3 and a family of 4 that should transition out of poverty in May. We added a family of 3 in the month of April. We are excited because this family is from Ozona, and she is enrolled at Howard College. Our case managers are working with her to meet at Howard College monthly. We are currently interviewing several families that have been referred to us either internally or from other organizations.
- CSBG-D discretionary funds are approved, and we received the contracts at the end of April. We 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 20 individuals with food cards through Area Foundation funds and Atmos Energy grant. We also received a grant through United Way from Atmos Energy to assist families with children with food cards.



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Utility Assistance - April 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	20	33	\$16,839.95	\$842.00	\$42,857.84	3.04%	2.35%
Concho	120	15	27	\$14,498.10	\$966.54	\$41,824.76	1.64%	2.29%
Crockett	232	16	41	\$19,020.56	\$1,188.79	\$44,854.78	3.16%	2.46%
Irion	80	2	2	\$207.00	\$103.50	\$9,120.48	1.09%	0.50%
Kimble	352	22	27	\$8,789.55	\$399.53	\$21,145.53	4.80%	1.16%
Menard	177	29	47	\$28,492.27	\$982.49	\$63,875.34	2.41%	3.50%
Reagan	83	6	13	\$6,664.66	\$1,110.78	\$19,044.95	1.13%	1.04%
Schleicher	185	15	23	\$10,283.80	\$685.59	\$43,159.89	2.52%	2.36%
Sterling	23	2	4	\$4,133.96	\$2,066.98	\$4,133.96	0.31%	0.23%
Sutton	190	27	38	\$21,222.19	\$786.01	\$43,650.78	2.59%	2.39%
Tom Green	5670	744	1,545	\$677,047.56	\$910.01	\$1,492,460.53	77.30%	81.73%
Total	7335	898	1,800	\$807,199.60	\$898.89	\$1,826,128.84	100.00%	100.00%



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May 2022

HOUSING REPORT

1. Tenant Based Rental Assistance
 - a. Currently supported – (7 HHs) 2 HH in Sonora, 1 HH in Big Lake, 1 HH in Junction, 1 HH in Mertzson, 1 HH in Ozona, and 1 in Grape Creek.
 - b. 6 HHs in household & unit approval phase
2. Homeless & Homelessness Prevention (ESG)
 - a. 22 new households in April
 - b. 196 Households total currently receiving assistance
3. Mortgage Assistance (TEMAP)
 - a. Extended until August 2021
 - b. 2 new households added in April
 - c. 31 total households

DEVELOPMENT & OUTREACH REPORT

4. Outreach & Development
 - a. San Angelo Gives
 - i. \$3020.00 raised
 - ii. 2 contest boosts
 - b. Cinco de Mayo
 - c. Hygiene Closet – 1st Thursday of every month
 - i. Next closet is June 2nd
 - d. Fundraiser in July
 - e. Veteran Housing & Case Management
 - i. Submitted two grants for veteran services
 - f. Outer county outreach locations are being modified to find places where potential clients may frequent – ex. Food banks.

2020-2024 CVCAA Strategic Plan Update

- One of our projections was in Grant/Fund Development: At the time of the Strategic plan, CVCAA development director was in the process of applying for additional grants. We have since obtained Emergency Solutions Grant and the TEMAP program- Mortgage Assistance. We have already met those targets. We have become a United Way agency and received grant funds for the past two years. We also receive Area Foundation funds and used those funds to assist our customers with food cards and housing needs. With additional programs and increased funding, we have hired more staff and we have secured additional office space within the Cactus hotel so that we had room for expansion. We now have staff in the basement, on the mezzanine and the seventh floor of the Cactus Hotel.
- CVCAA also set goals within our housing and CSBG/CEAP programs for a certain number of individuals We have met and exceeded those numbers. In 2021, we served approximately 7232 unduplicated individuals with one or more of our programs. These numbers include VITA-our Volunteer Income Tax Assistance Program.
- For technology and interagency communication: We are using Microsoft Teams more frequently. Each department has their own group within teams to relay information, and we also have a general group where we can relay information to staff. Technology- we now have a Housing Compliance and Technology Manager who is keeping us up to date with information technology. He has also worked to create an app for CVCAA, and it was released to go live the first week of May 2022. We are excited about the app as it will allow our clients the ability to apply for programs through the app and allow for greater accessibility to services.
- Board of Director involvement was also one of the areas we wanted to strengthen. CVCAA appreciates the involvement in San Angelo Gives 2022, we had over 90% board participation. Mark has also been sending updates regarding any new grants or programmatic updates. Technology advancements in board meetings have facilitated better communication.
- Outreach and partnerships/collaborations were also one of our priorities: Outreach has increased this year due to having two outreach specialists. We now have one to travel and one to focus on expanding our outreach. We are doing outreach at various rural Tom Green locations, TWC, and all our rural areas at least once a month. Our Facebook page, website and Instagram have also drastically improved since last year. We have also done a few Twitter posts. We are continuing to work on partnerships with area agencies. CVCAA has been utilizing an online resource called Unite Us to help with referrals for clients. It allows us to refer clients out to various agencies within the community and for us to receive referrals on clients needing services.

Executive Director's Report
May 11, 2022

Contracts were signed securing two weatherization contractors. The contract term is one year with an option to renew annually four additional years.

DOE weatherization grants have not been released. We anticipate the contracts will be approximately 4 times the yearly allocation and last 4 years. Our weatherization team recently attended a conference in anticipation of funding. We serve 14 counties with weatherization.

I am a member of a group exploring options concerning an emergency shelter. We recently learned that Salvation Army intends to reopen their shelter. I have not had the opportunity to confirm this new information.

The Texas Association of Community Action Agencies' (TACAA) annual conference will be held in San Antonio May 17 – 20. I serve on TACAA's executive committee.

I am on the Shannon Supportive Health Services advisory board. We met April 24.

Our agency has rejoined San Angelo's Chamber of Commerce. I attended the April mixer and May luncheon.

I attended non-profit training on May 10.

Staff update.

