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NOTICE OF MEETING
CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS

CHRISTINA UBANDO
COUNTY CLERK
COUNTY OF TOM GREEN, TEXAS

Date: June 8, 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

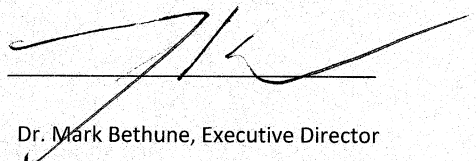
NOTICE: The Board of Directors may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda. Items on this Agenda may be taken out of the order listed. The Board reserves the right to deliberate in closed session pursuant to 551 of the Texas Government Code. Public comment 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. Monitoring report
9. Consider and take appropriate action on client satisfaction surveys
10. Consider and take appropriate action on LIHWAP direct services distribution plan
11. Consider and take appropriate action on procuring banking services
12. Consider and take appropriate action on authorized banking signees
13. Community Action Plan update
14. Consider future agenda items
15. 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 2 day of June, 2022.


Dr. Mark Bethune, Executive Director

CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTOR'S MINUTES
June 8, 2022

Meeting was held in the Basement, Cactus Hotel, 36 East Twohig, San Angelo, Tom Green County, Texas and via Zoom Meeting ID 89951123560 Passcode: 528473

Present at meeting:

<https://us02web.zoom.us/j/89951123560?pwd=VmRJYjQ2eFVnbkR4VTUvNVFvcTY5dz09>

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 - absent

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
Stephanie Hamby
Becky Trojczak

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

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 Amanda Cruz
Second by Stephanie Hamby
Motion carried 11-0

4. Consider and take appropriate action on financial report. Lyla reported. A new grant receivable for the month – CEAP – able to make lump sum payments. Updated budgets amendments approved at last meeting.
5. Consider and receive community programs report. Tracey reported. Current on utility applications. Working on agreement updates that help rural counties. Working with Workforce, Howard College to provide wrap around services to customers. Shared case management of family locating employment and complete education – 27% above poverty level to 200% above poverty level. Shared another case management showing working with community partners.
6. Consider and receive housing report. Mike Burnett to report. 5 current housing programs. Homeless/Homeless Prevention winding down – some funding being held back for dire circumstances. New program to pay deposits only – does not pay arrears or rental funding. \$85k for barrier program – high water bill, etc. Last month \$5k for WTCG – housing services for veterans. Discussion. Sydney Timmer provided outreach – 2nd hygiene closet last month. Serve 26 households. Working on staff providing to customers as needed during the month. Fundraising in July – restaurants to provide specialists – 7 places so far. Working on getting sponsors. 23 outreach events within 14 counties. CVCAA app is up and running.
7. Consider and receive Executive Director's report. Moved to the end of the meeting to go into executive session. ED shared annual meeting – positive event.
8. Monitoring report. TDHCA monitored - ED reported no findings. Mentioned weatherization contracts – did not have a contractor. Other mention financial. ED states Team did a wonderful job.
9. Consider and take appropriate action on client satisfaction surveys. Tracey – 64 surveys – attached to application. Shared results. Comments and recommendations were positive. Comment – The Honorable Steve Floyd: amazing transformation of what has happened to this organization. Commend ED and staff for what they do.

10. Consider and take appropriate action LIHWAP direct services distribution plan. Tracey – priority of serving customers. Working on plan to show priority – assist customers who have not been served, vulnerable (elderly, disabled, children), non-vulnerable.
Motion to approve priority of serving customers new policy made by Connie Booth.
Second by Noemi Samaniego
Motion carried 11-0

11. Consider and take appropriate action on procuring banking services. Lyla spoke with Mr. Rupert, First National Bank of Mertzou – regarding line of credit using with grants receivables – they will be able to work with CVCAA. Less fees. They are open to work with us. Lyla making recommendation to switch banks to allow this flexibility. Discussion. Neta Wescott recuse herself from this vote due to relation.
Motion to change banks by Bernie Coffee
Second by Stephanie Hamby
Motion carried 10-0

12. Consider and take appropriate action on authorized banking signees. ED – current – The Honorable Brandon Corbin, The Honorable Steve Floyd, Stephanie Hamby, and Bernie Coffee, Mark Bethune, Lyla Blue.
Motion Connie Booth to keep same signees
Second by Becky Trojczak

13. Community Action Plan update. ED advised submitted to state yearly. Tracey provided updated – set yearly targets – Employment – on target – some still in school. Education – waiting on customer to complete. 50% of target on families transition out of poverty. Housing passed 3 targets. Expect weatherization to increase as we have a contractor.

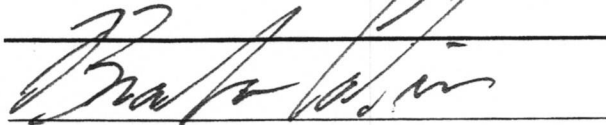
14. Consider future agenda items – discuss and act on time of Board of Directors meeting, meeting security.

Set date for future meeting.

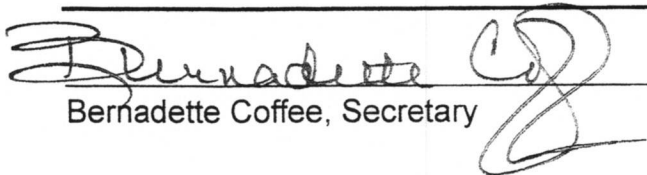
Wednesday, July 13, 2022 . Meeting Basement Cactus Hotel @ 5:30pm.

15. There being no further business before the Board, The Honorable Brandon Corbin adjourned the meeting at 6:20pm.

Signed this 15 day of June, 2022.



The Honorable Brandon Corbin, Chair



Bernadette Coffee, Secretary

Concho Valley Community Action Agency
Statement of Financial Position
April 30, 2022

	<u>Programs</u>	<u>Unrestricted</u>	<u>Total</u>
Assets			
Current Assets			
First Financial Checking	333,003.63	294,527.43	627,531.06
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	1,301,618.05	-	1,301,618.05
Security Deposit	-	3,050.00	3,050.00
Total Current Assets	<u>1,645,587.28</u>	<u>303,629.70</u>	<u>1,949,216.98</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><u>1,659,820.48</u></u>	 <u><u>303,629.70</u></u>	 <u><u>1,963,450.18</u></u>
Liabilities			
Short-term Liabilities			
Accounts Payable	1,057,161.75	4,359.40	1,061,521.15
Payroll Liabilities Payable	14,793.06	854.57	15,647.63
Accrued Vacation	-	26,874.44	26,874.44
Line of Credit	-	-	-
Total Short-term Liabilities	<u>1,071,954.81</u>	<u>32,088.41</u>	<u>1,104,043.22</u>
 Net Assets			
Unrestricted	-	271,541.29	271,541.29
Temporarily Restricted	573,632.47	-	573,632.47
Permanently Restricted	14,233.20	-	14,233.20
Total Net Assets	<u>587,865.67</u>	<u>271,541.29</u>	<u>859,406.96</u>
 Total Liabilities and Net Assets	 <u><u>1,659,820.48</u></u>	 <u><u>303,629.70</u></u>	 <u><u>1,963,450.18</u></u>

Concho Valley Community Action Agency
Income/Expenses Budget Comparison
As of April 30, 2022
(33% of 12 Month Period)

	Budget	Income			Expenses		
		April	YTD	% of Budget	April	YTD	% of Budget
10 CSBG	225,945.00	19,480.44	74,487.32	32.97%	15,880.44	54,991.55	24.34%
15 CSBG-D	20,833.00	25,727.60	25,727.60	123.49%	4,559.20	4,559.20	21.88%
15 CSBG-D Tech	8,696.00	-	-	0.00%	-	-	0.00%
17 VITA	21,375.22	-	-	0.00%	2,730.85	7,872.18	36.83%
18 LIHWAP	248,834.00	27,500.00	27,500.00	11.05%	13,852.28	17,602.28	7.07%
19 CEAP ARP	1,661,190.51	358,373.28	1,506,061.75	90.66%	788,373.28	1,398,309.43	84.18%
20 CEAP	2,174,544.14	589,616.92	625,487.87	28.76%	91,530.66	674,670.19	31.03%
22 Ambit Energy Aid	14,884.22	-	-	0.00%	138.58	966.10	6.49%
23 Neighbor to Neighbor	21,995.90	-	-	0.00%	-	-	0.00%
24 TXU Energy Aid	10,299.59	-	-	0.00%	3,281.08	4,335.31	42.09%
25 Sharing the Warmth	9,862.98	-	86.70	0.88%	-	-	0.00%
27 COSA CDBG	118,248.43	17,120.40	42,217.87	35.70%	17,120.40	44,494.90	37.63%
28 COSA Water Assistance	87,232.02	-	55,000.00	63.05%	419.62	48,165.19	55.22%
29 Reliant CARE	7,644.75	-	2,500.00	32.70%	426.85	426.85	5.58%
30 DOE	110,460.05	-	39,119.84	35.42%	7,889.58	43,510.68	39.39%
33 Atmos WAP	21,975.00	-	-	0.00%	-	300.00	1.37%
40 LIHEAP	488,803.59	-	38,952.65	7.97%	20,866.37	55,123.60	11.28%
63 EFSP	-	-	-	#DIV/0!	(402.55)	(402.55)	#DIV/0!
67 SAAF	36,229.27	-	25,000.00	69.00%	5,124.96	23,698.45	65.41%
69 TBRA	75,000.00	-	5,868.00	7.82%	6,145.22	14,577.68	19.44%
71 ESG CARES	1,884,644.16	243,177.30	1,016,798.46	53.95%	243,177.30	1,016,984.69	53.96%
73 Barriers	21,130.00	7,982.33	27,341.06	129.39%	7,982.33	25,325.33	119.85%
75 TEMAP	350,194.97	27,120.91	134,973.51	38.54%	27,120.91	133,753.88	38.19%
91 Case Management	7,122.49	-	-	0.00%	-	696.03	9.77%
92 Make a Difference	1,250.00	-	-	0.00%	-	-	0.00%
93 United Way	64,271.36	-	7,249.94	11.28%	-	21,378.63	33.26%
99 Interest	2.00	-	0.84	42.00%	-	-	0.00%
99 Unrestricted	25,000.00	-	10,309.73	41.24%	9,106.43	14,505.19	58.02%

Concho Valley Community Action Agency
Profit/(Loss) by Program
As of April 30, 2022
(33% of 12 Month Period)

	Community Services	Utility Assistance	Weatherization	Housing	Administration	Total
Revenues	132,465	2,258,854	78,072	1,184,981	10,311	3,664,683
Expenses	113,196	2,188,970	98,934	1,190,239	14,505	3,605,845
Profit/(Loss)	19,269	69,884	(20,862)	(5,258)	(4,195)	58,838



Concho Valley Community Action Agency

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

www.cvcaa.org

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May 2022 Community Programs Report

Our agency has assisted 445 unduplicated individuals in the month of May with one or more of our programs.

CEAP and all Utility Assistance Programs:

- For Utility Assistance regular CEAP (Comprehensive Energy Assistance Program) and CEAP ARP (American Rescue Plan), the expenses are listed below. We are current on qualified utility applications, and our 2021 CEAP funds and ARP funds are fully encumbered.
- We assisted 32 unduplicated individuals with CDBG COSA payments including electric, gas and water. We have expended our direct services funds with CDBG COSA through monthly and encumbered funds.
- 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 391 individuals in the month of May with their water bills. These customers were either disconnected or facing disconnect. We have started assisting some counties including, Concho, Irion, Sutton, and Tom Green. We have already expended about 25% of our current LIHWAP funds.

Case Management/Direct Services

- Case Management- We transitioned two additional families out of poverty in May. We had already assisted in transitioning a family of 4 earlier this year. We have now officially topped 11 individuals in the 2022 program year. Our Transition out of poverty goal set by the state is 9. We are also participating in a Triage group with Texas Workforce and with Howard College to be able to provide wrap around services for our mutual clients to assist with barriers they might have.
- CSBG-D discretionary funds were received at the end of April. We have 20,000 in direct services to assist with tuition/educational and work expenses. We have expended 14,264.00 in direct services for educational and employment related expenses. We also have 8,333 to assist with technology improvements.
- Assisted 45 individuals with food cards through Area Foundation funds. We also received a grant through United Way from Atmos Energy to assist families with children with food cards. We have expended the Atmos Grant.



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Utility Assistance - May 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	15	26	\$9,051.68	\$603.45	\$51,909.52	3.04%	2.29%
Concho	120	16	30	\$10,641.22	\$665.08	\$52,465.98	1.64%	2.31%
Crockett	232	10	21	\$6,882.28	\$688.23	\$51,737.06	3.16%	2.28%
Irion	80	3	3	\$2,356.90	\$785.63	\$11,477.38	1.09%	0.51%
Kimble	352	20	25	\$5,387.26	\$269.36	\$26,532.79	4.80%	1.17%
Menard	177	20	26	\$6,949.99	\$347.50	\$70,825.33	2.41%	3.12%
Reagan	83	6	17	\$4,811.14	\$801.86	\$23,856.09	1.13%	1.05%
Schleicher	185	12	18	\$4,024.74	\$335.40	\$47,184.63	2.52%	2.08%
Sterling	23	-	-	\$0.00	\$0.00	\$4,133.96	0.31%	0.18%
Sutton	190	18	26	\$5,771.26	\$320.63	\$49,422.04	2.59%	2.18%
Tom Green	5670	711	1,487	\$387,472.50	\$544.97	\$1,877,587.51	77.30%	82.82%
Total	7335	831	1,679	\$443,348.97	\$533.51	\$2,267,132.29	100.00%	100.00%



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2022 CVCAA Community Action Plan update

As a Community Action Agency that has Community Services Block Grant funds, we are required to do a Community Action Plan every year that is based off our Community Needs Assessment. The Community Action Plan for the 2022 program year was approved by the board of directors in August 2021.

We are required to set targets each year that we expect to serve and achieve outcomes in several different domains/categories:

In the employment domain, we have met two of our targets that are related to increasing income due to employment. We are on our way to meeting several more targets in individuals obtaining employment.

In the education domain, we have not met targets yet as we are waiting on some of our case management clients to complete their degree programs.

In the income/asset building domain, we are at about 50% of our targets in budgeting and improved financial well-being.

In the housing domain, we have surpassed three of our targets related to eviction and foreclosure due to our housing assistance programs. We are behind on our weatherization targets, but we expect that number to increase in the next few months.

We are no longer required to come within 20% of our set targets, but we still must try and project how many we expect to serve in each domain.



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June 2022

HOUSING REPORT

1. Tenant Based Rental Assistance (TBRA)
 - a. Currently supported – (9 HHs) 2 HH in Sonora, 1 HH in Big Lake, 1 HH in Junction, 1 HH in Mertzon, 1 HH in Ozona, 1 in Bronte, 1 in Water Valley, and 1 in Grape Creek.
 - b. 5 HHs in household & unit approval phase
2. Homeless & Homelessness Prevention (ESG)
 - a. 23 new households in May
 - b. 219 Households total currently receiving assistance
3. Mortgage Assistance (TEMAP)
 - a. Extended until August 2021
 - b. 5 new households added in May
 - c. 57 total households
4. Housing Stability Services (HSS)
 - a. Started screening applicants in May
 - b. Working with 2 households currently
 - c. Program pays Deposits (rental and utilities) but no arrears or assistance going forward
5. Barriers Program
 - a. 2 clients served in May
 - b. \$8500 additional funding awarded, to be spent by end of July
6. Awarded \$5000 with West Texas Counseling and Guidance for Veteran Services

June 2022

DEVELOPMENT & OUTREACH REPORT

1. Hygiene Closet
 - a. 1st Thursday of every month
 - b. 26 households served on June 2
 - c. Next closet is July 7th
2. Burrito Standoff Fundraiser in July
3. 23 Outreach events in May
4. CVCAA APP
 - i. Shared with other Texas Community Action Agencies at TACA conference
 - ii. Downloaded 36x in May (91% android)
 - iii. 276 app visits in May (26 visits on May 24)
 - iv. 22 utility applications via APP, 24 housing applications via APP in May

Executive Director's Report
June 8, 2022

The Texas Association of Community Action Agencies' (TACAA) annual conference was held on San Antonio May 17 – 20. I serve on TACAA's executive committee. Including myself, seven CVCAA employees attended the conference. There was much interest in our program implementation and management, as well as our use of technology. Our new app was quite popular.

Staff update.

