

NOTICE OF MEETING
CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS

FILED FOR RECORD
21 OCT 12 AM 10:23

CHRISTINA UBANDO
COUNTY CLERK
COUNTY OF TOM GREEN, TEXAS

Date: October 20, 2021
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. Consider and take appropriate action on financial report.
5. Consider and take appropriate action on First Financial CD and line of credit.
6. Consider and take appropriate action on community programs report.
7. Consider and take appropriate action on housing report.
8. Consider and take appropriate action on executive director's report.
9. Consider future agenda items.
10. 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 12 day of October, 2021.



Dr. Mark Bethune, Executive Director

TRANSACTION REPORT

OCT/12/2021/TUE 12:23 PM

BROADCAST

#	DATE	START T.	RECEIVER	COM. TIME	PAGE	TYPE/NOTE	FILE
001	OCT/12	12:05PM	Concho County Clerk	0:00:24	1	MEMORY OK	SG3 4791
002		12:06PM	Crockett County Clerk	0:00:25	1	MEMORY OK	SG3 4791
003		12:07PM	Coke County Clerk	0:00:33	1	MEMORY OK	ECM 4791
004		12:08PM	Irion County Clerk	0:00:49	1	MEMORY OK	G3 4791
005		12:10PM	Kimble County Clerk	0:00:42	1	MEMORY OK	G3 4791
006		12:11PM	Menard County Clerk	0:00:51	1	MEMORY OK	SG3 4791
007		12:12PM	Reagan County Clerk	0:00:27	1	MEMORY OK	SG3 4791
008		12:13PM	Schleicher County Clerk	0:00:37	1	MEMORY OK	ECM 4791
009		12:14PM	Sterling County Clerk	0:00:22	1	MEMORY OK	SG3 4791
010		12:15PM	Sutton County Clerk			MEMORY NO RESPONSE	4791
TOTAL				0:05:10	9		

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

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CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTOR'S MINUTES
October 20, 2021

Meeting was held in the Basement, Cactus Hotel, 36 East Twohig, San Angelo, Tom Green County, Texas and via Zoom ID: 88492085423 Passcode: 489821.

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 - 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 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.

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 The Honorable Brandon Corbin to accept minutes from prior meeting.
Second made by Neta Wescott.
Motion passed 11-0

Mary Anne Deaton joined meeting.

4. Consider and take appropriate action on financial report. Lyla Blue financial report August. Documents in new CVCAA SharePoint Financial folder. Gayla Thornton from the audit – available for any questions. ED offered to provide contact information. Discuss – closing out LIHEAP contract from 2020.
Motion to accept report made Connie Booth
Second made by The Honorable Hal Spain
Motion passed 12-0
5. Consider and take appropriate action on First Financial CD and line of credit. Lyla Blue discussed liquidating CD. Financially best interest to liquidate and pay off line of credit. Discussion about penalty paying off line of credit – no penalty. Lyla Blue to check on possibility of paying liquidating and leaving line of credit open with collateral. Take no action until next month.
6. Consider and take appropriate action on community programs report. Tracey Dishon, extra funds in CEAP. Visiting other agencies to share information. Participating in Trunk or Treats. Case Management – 9 individuals transitioned. Prospect to total 11 transitions. Case management openings. Making community presentations.
Motion made to approve by Mary Anne Deaton
Second by Connie Booth
Motion passed 12-0
7. Consider and take appropriate action on housing report. Sarah Eckel, working to get out into the community with program information to increase service delivery. Mortgage assistance available – need applications.
Motion to accept report The Honorable Hal Spain
Second by Neta Wescott
Motion passed 12-0
8. Consider and take appropriate action on Executive Director's report. ED first submittal for Organizational Standards. Weatherization Director – contractor did not want to do houses until the end of the year due to loss of monies. To meet to discuss finances as must be procured for new contracts. Discussion. Received more funding in utility assistance – doubles contract with short time frame. Discussion on bid process – Lyla Blue explained. ED explained assessment process on contract bids for weatherization. Financial audit

submitted. Small grant from Superior Health \$2k – purchase with hygiene kits for homeless.

Motion made to accept report by The Honorable Steve Floyd

Second by The Honorable Hal Spain

Motion passed 12-0

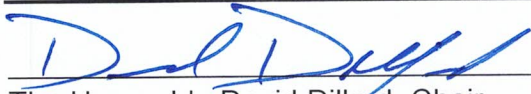
9. Consider future agenda items – line credit, medical insurance, financial policies

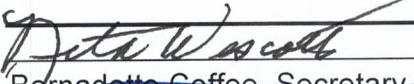
Set date for future meeting.

Wednesday, November 10, 2021. Meeting Basement Cactus Hotel @ 5:30pm.

10. There being no further business before the Board, the Honorable David Dillard adjourned the meeting at 6:16pm.

Signed this 10 day of November, 2021.


The Honorable David Dillard, Chair


~~Bernadette Coffee, Secretary~~ Neta Woscott

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

	<u>Programs</u>	<u>Unrestricted</u>	<u>Total</u>
Assets			
Current Assets			
First Financial Checking	46,357.99	277,012.81	323,370.80
1st Community FCU Savings	-	32.11	32.11
First Financial MMA	10,965.60	6,018.19	16,983.79
First Financial CD	-	121,251.74	121,251.74
Grants Receivable	461,313.40	-	461,313.40
Security Deposit	-	3,050.00	3,050.00
Total Current Assets	<u>518,636.99</u>	<u>407,364.85</u>	<u>926,001.84</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>532,870.19</u>	 <u>407,364.85</u>	 <u>940,235.04</u>
Liabilities			
Short-term Liabilities			
Accounts Payable	343,843.91	112.04	343,955.95
Payroll Liabilities Payable	28,009.85	-	28,009.85
Accrued Vacation	-	26,874.44	26,874.44
Line of Credit	-	100,000.00	100,000.00
Total Short-term Liabilities	<u>371,853.76</u>	<u>126,986.48</u>	<u>498,840.24</u>
 Net Assets			
Unrestricted	-	280,378.37	280,378.37
Temporarily Restricted	146,783.23	-	146,783.23
Permanently Restricted	14,233.20	-	14,233.20
Total Net Assets	<u>161,016.43</u>	<u>280,378.37</u>	<u>441,394.80</u>
 Total Liabilities and Net Assets	 <u>532,870.19</u>	 <u>407,364.85</u>	 <u>940,235.04</u>

Concho Valley Community Action Agency
Income/Expenses Budget Comparison
As of August 31, 2021
(67% of 12 Month Period)

	Budget	Income			Expenses		
		August	YTD	% of Budget	August	YTD	% of Budget
10 CSBG	263,895.34	27,407.39	209,391.28	79.35%	26,593.54	184,190.49	69.80%
11 CSBG CARES	11,188.83	-	11,188.83	100.00%	136.60	3,392.70	30.32%
15 CSBG-D	-	-	19,489.00		1,148.57	19,489.00	
17 VITA	10,000.00	-	10,690.49	106.90%	-	8,240.83	82.41%
20 CEAP	1,925,116.53	246,544.28	980,794.73	50.95%	166,044.28	779,074.22	40.47%
21 CEAP CARES	687,505.27	64,093.60	767,629.35	111.65%	164,093.60	659,954.33	95.99%
22 Ambit Energy Aid	-	-	14,000.00		-	-	
23 Neighbor to Neighbor	24,951.93	-	7,500.00	30.06%	91.81	3,291.96	13.19%
24 TXU Energy Aid	15,697.20	-	10,000.00	63.71%	192.89	3,603.34	22.96%
25 Sharing the Warmth	4,930.99	151.40	486.57	9.87%	-	-	0.00%
27 COSA CDBG	250,000.00	-	1,291.42	0.52%	9,665.89	26,829.66	10.73%
28 COSA Water Assistance	125,686.10	-	55,000.00	43.76%	320.80	93,219.63	74.17%
29 Reliant CARE	4,635.50	-	2,500.00	53.93%	-	1,886.36	40.69%
30 DOE	203,899.40	10,634.44	38,837.62	19.05%	8,884.44	38,606.10	18.93%
33 Atmos WAP	9,342.00	-	-	0.00%	-	8,414.00	90.07%
40 LIHEAP	506,145.34	-	183,902.91	36.33%	15,834.44	209,745.52	41.44%
63 EFSP	35,090.00	-	17,545.00	50.00%	3,471.41	10,787.34	30.74%
67 SAAF	31,268.16	-	50,000.00	159.91%	7,285.00	32,780.79	104.84%
69 TBRA	423,615.06	-	838,799.74	198.01%	64,511.20	1,011,123.14	238.69%
71 ESG CARES	2,828,000.00	219,766.19	296,158.14	10.47%	77,494.43	298,586.41	10.56%
73 Barriers	50,000.00	655.00	655.00	1.31%	10,447.41	11,326.78	22.65%
75 TEMAP	-	-	-		20,298.85	20,449.11	
91 Case Management	9,039.95	-	-	0.00%	203.24	1,598.30	17.68%
92 Make a Difference	1,250.00	-	-	0.00%	-	-	0.00%
93 United Way	1,852.59	2,083.34	10,416.70	562.28%	-	1,090.44	58.86%
99 Interest	250.00	0.28	87.43	34.97%	-	-	0.00%
99 Unrestricted	2,750.00	20.89	8,727.07	317.35%	391.90	10,070.50	366.20%

Concho Valley Community Action Agency
Profit/(Loss) by Program
As of August 31, 2021
(67% of 12 Month Period)

	Community Services	Utility Assistance	Weatherization	Housing	Administration	Total
Revenues	311,176	1,839,202	222,741	1,153,158	8,815	3,535,091
Expenses	250,783	1,567,860	256,766	1,352,273	10,071	3,437,751
Profit/(Loss)	60,394	271,343	(34,025)	(199,115)	(1,256)	97,340



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



September 2021 Community Programs Report

CEAP and all Utility Assistance Programs:

- CEAP expenditures are listed on the chart below. We did serve every county in the month of September.
- We are staying current on files in Utility Assistance and able to also help those with disconnect notices either through appointment or mail ins. We have also been working on expanding our outreach due to receiving additional funds for CEAP. We are going to be handing out flyers and promotional materials at upcoming events in the Concho Valley area.
- We were able to help 106 individuals with water, gas and electric payments through the Community Development Block Grant/City of San Angelo funds.

Case Management/Direct Services

- We have reached our Transition out of Poverty goal set by the state of 9 individuals for the 2021 program year. We are tracking another family of 4, and they should transition in November, which would bring our total to 13 for 2021.
- We are currently interviewing families for the case management program. I have two new caseworkers that are working with TWC and other agencies through Unite Us- a new platform that we are using for referrals. They are also working on establishing better partnerships and have met with several area agencies and done presentations at Goodwill Career Center, Children's Advocacy Center, Disability Connections.
- Our agency assisted 40 individuals with food cards through Area Foundation in August. Our agency has assisted 396 individuals with food cards since the beginning of the year.



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Utility Assistance - September 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	27	45	\$7,299.60	\$270.36	\$26,402.41	3.73%	1.94%
Concho	115	36	71	\$6,949.59	\$193.04	\$35,039.35	1.53%	2.57%
Crockett	307	31	67	\$4,945.35	\$159.53	\$23,523.78	4.09%	1.73%
Irion	103	7	10	\$957.94	\$136.85	\$8,816.05	1.37%	0.65%
Kimble	367	27	45	\$3,640.11	\$134.82	\$2,445.00	4.89%	0.18%
Menard	140	38	51	\$541.05	\$14.24	\$28,273.23	1.86%	2.08%
Reagan	131	18	43	\$3,129.08	\$173.84	\$15,810.09	1.75%	1.16%
Schleicher	189	29	56	\$3,906.89	\$134.72	\$23,522.05	2.52%	1.73%
Sterling	24	3	4	\$680.33	\$226.78	\$3,631.62	0.32%	0.27%
Sutton	128	33	48	\$3,870.28	\$117.28	\$24,770.31	1.71%	1.82%
Tom Green	5723	1,183	2,651	\$213,508.15	\$180.48	\$1,169,837.52	76.24%	85.89%
Total	7507	1,432	3,091	\$249,428.37	\$174.18	\$1,362,071.41	100.00%	100.00%



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HOUSING REPORT

September 2021

1. ESG –
 - a. 30 individuals processed – Homelessness Prevention & Rapid Re-Housing
 - b. Currently on payments – 88 HHs
2. Barriers Funds –
 - a. 5 HH with utility assistance
 - b. 2 HH with rental assistance
 - c. 3 HH with unconventional mortgage assistance
3. TEMAP –
 - a. TGC – 8 HHs – 23 Individuals
 - b. Reagan - 1 HH – 3 Individuals
 - c. Irion – 1 HH – 3 Individuals
 - d. Crockett – 1 HH – 7 Individuals
 - e. **Up to 11 MOs of assistance – 6 Arrears & 5 forward or 6 forward. Please let us know if you know anyone who needs this assistance**
4. TBRA –
 - a. Final payments for COVID TBRA
 - b. 1 HH - Hext – Unit Approval Phase
 - c. 1 HH Junction – Unit Approval Phase
 - d. 1 HH Eola – HH Approval Phase
 - e. 1 HH Big Lake – HH Approval Phase
 - f. 1 HH Eden – Unit Approval Phase
 - g. 2 HH Sonora – Unit Approval Phase
 - h. 1 HH Ozona – Unit Approval Phase
 - i. 1 HH Big Lake – Active

Unduplicated Numbers for Housing Sept. 2021 (This is all services)

- 280 Individuals
- Coke – 3 Individuals
- Concho – 3 Individuals
- Crockett – 12 Individuals
- Menard – 3 Individuals
- Schleicher – 2 Individuals
- Sutton – 4 Individuals
- Tom Green – 253 Individuals

Executive Director's Report
October 20, 2021

CVCAA Organizational Standards were submitted to the Texas Department of Housing and Community Affairs (TDHCA) on September 16, 2021.

In September, our weatherization contractor was quarantined and unable to work. His team is now back at work.

We received an additional \$1.94M in Comprehensive Energy Assistance Program funding from TDHCA, basically doubling our current funding. These funds originated from the America Rescue Plan and are to be expended by September 30, 2022. Under the current guidelines and household spending limits it is highly unlikely that we will be able to expend all funds. This concern is shared across the state. The Texas Association of Community Action Agencies (TACAA) is in conversation with TDHCA on the matter.

CVCAA 2020 financial audit was submitted to and accepted by the Federal Clearing House.

Staff update.

Weatherization chart:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Coke													0
Concho													0
Coleman													0
Crockett													0
Irion													0
Kimble													0
McCulloch													0
Menard													0
Reagan													0
Runnels													0
Sutton		1											1
Schleicher													0
Sterling													0
Tom Green	1	2	4	2	2	2	3	2	3				21
TOTAL	1	3	4	2	2	2	3	0	0	0	0	0	22