

NOTICE OF MEETING
CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS

FILED FOR RECORD
21 NOV -2 PM 12: 56

Date: November 10, 2021
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

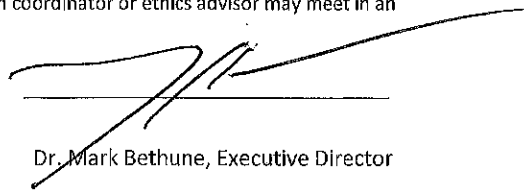
NOTICE: The Board of Directors may discuss, deliberate and take all appropriate action on any matter listed on this Agenda. Items on this Agenda may be taken out of the order listed. The Board reserves the right to deliberate in closed session pursuant to 551 of the Texas Government Code. Public comment 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. Consider minutes for prior meeting and take appropriate action.
4. Financial report.
5. Consider and take appropriate action on budget amendment.
6. Consider and take appropriate action on First Financial CD and line of credit.
7. Consider and take appropriate action on 2021 longevity pay.
8. Consider and take appropriate action on medical insurance.
9. Consider and take appropriate action on CVCAA Financial Policies.
10. Community programs report.
11. Housing report.
12. Executive director's report.
13. Consider future agenda items.
14. 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 November, 2021.



Dr. Mark Bethune, Executive Director

CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTOR'S MINUTES
November 10, 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 - present
The Honorable David Dillard CVCAA Chair - present
The Honorable Hal Spain - present
The Honorable Steve Floyd - present
The Honorable Debra Horwood - present

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

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

Staff: Executive Director Mark Bethune, Chief Financial Officer Lyla Martinez, Housing & Development Director Sarah Eckel.

Agenda

1. Judge Dillard called the meeting to order at 5:31pm and determined a quorum.
2. Invocation by Judge Floyd.
3. Consider minutes for prior meeting and take appropriate action. (Amendment made to correct that Judge Dillard adjourned, not Noemi Samaniego)
Motion made by Neta Westcott to accept minutes from prior meeting.
Second made by Judge Corbin.

Motion passed 9-0

4. Consider and take appropriate action on budget amendment
 - a. No action until next month

5. Consider and take appropriate action on First Financial CD and line of credit.
 - a. Decision to liquidate CD and pay off line of credit. Motion made by Stephanie Hamby and seconded by Mary Anne Deaton.
Motion passed 9-0

6. Consider and take appropriate action on 2021 longevity pay
 - a. Staff proposed one-time adjustment in 2021 longevity pay for 2021.
Motion made to accept staff proposal by Judge Spain. Motion seconded by Judge Floyd with a friendly amendment to cap the pay at \$20,000.
Motion passed 8-1
 - b. Stephanie Hamby requested that CFO and ED report on total cost of 2021 longevity pay.
 - c. Lyla Martinez joined the meeting

7. Financial Report
 - a. Presented by CFO

8. Consider and take appropriate action on medical insurance.
 - a. Staff reported on bids for medical insurance and made recommendation based on staff feedback. Judge Corbin made the motion to accept the SW PPO plan. Seconded by Judge Spain. Motion passed 9-0

9. Presentation of Community Programs Report
 - a. Presentation made by Executive Director

10. Housing Report
 - a. Presented by Housing Director

11. Executive Director's Report
 - a. Presented by Executive Director

12. Consider future agenda items
 - a. Report on longevity pay
 - b. Form exploratory meeting to look at office space/partnerships with other nonprofits – Request from Judge Floyd

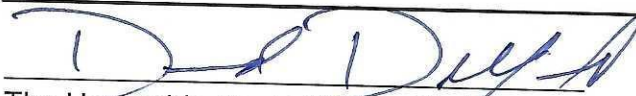
- b. Form exploratory meeting to look at office space/partnerships with other nonprofits – Request from Judge Floyd

Set date for future meeting.

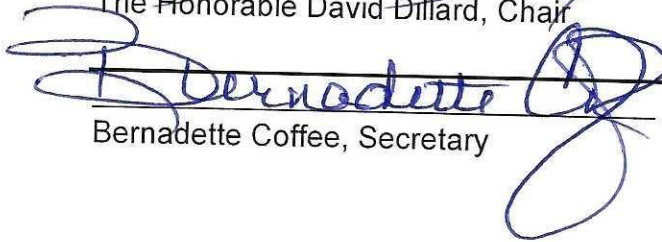
December 8th, 2021. Meeting Basement Cactus Hotel @ 5:30pm.

- 13. There being no further business before the Board, the Honorable David Dillard adjourned the meeting at 6:11pm.

Signed this 10 day of December, 2021.



The Honorable David Dillard, Chair



Bernadette Coffee, Secretary

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

	<u>Programs</u>	<u>Unrestricted</u>	<u>Total</u>
Assets			
Current Assets			
First Financial Checking	45,999.33	275,875.91	321,875.24
1st Community FCU Savings	-	32.11	32.11
First Financial MMA	10,965.60	6,018.47	16,984.07
First Financial CD	-	121,251.74	121,251.74
Grants Receivable	439,857.13	-	439,857.13
Security Deposit	-	3,050.00	3,050.00
Total Current Assets	<u>496,822.06</u>	<u>406,228.23</u>	<u>903,050.29</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>511,055.26</u>	 <u>406,228.23</u>	 <u>917,283.49</u>
 Liabilities			
Short-term Liabilities			
Accounts Payable	285,036.94	105.44	285,142.38
Payroll Liabilities Payable	8,009.91	-	8,009.91
Accrued Vacation	-	26,874.44	26,874.44
Line of Credit	-	100,000.00	100,000.00
Total Short-term Liabilities	<u>293,046.85</u>	<u>126,979.88</u>	<u>420,026.73</u>
 Net Assets			
Unrestricted	-	279,248.35	279,248.35
Temporarily Restricted	203,775.21	-	203,775.21
Permanently Restricted	14,233.20	-	14,233.20
Total Net Assets	<u>218,008.41</u>	<u>279,248.35</u>	<u>497,256.76</u>
 Total Liabilities and Net Assets	 <u>511,055.26</u>	 <u>406,228.23</u>	 <u>917,283.49</u>

Concho Valley Community Action Agency
Income/Expenses Budget Comparison
As of September 30, 2021
(75% of 12 Month Period)

	Budget	Income			Expenses		
		September	YTD	% of Budget	September	YTD	% of Budget
10 CSBG	263,895.34	23,030.32	232,421.60	88.07%	24,030.32	208,220.81	78.90%
11 CSBG CARES	11,188.83	-	11,188.83	100.00%	213.43	3,606.13	32.23%
15 CSBG-D	-	-	19,489.00		-	19,489.00	
17 VITA	10,000.00	-	10,690.49	106.90%	140.76	8,381.59	83.82%
20 CEAP	1,925,116.53	179,856.66	1,160,651.39	60.29%	169,356.66	948,430.88	49.27%
21 CEAP CARES	687,505.27	-	767,629.35	111.65%	134,368.93	794,323.26	115.54%
22 Ambit Energy Aid	-	-	14,000.00		-	-	
23 Neighbor to Neighbor	24,951.93	-	7,500.00	30.06%	307.48	3,599.44	14.43%
24 TXU Energy Aid	15,697.20	-	10,000.00	63.71%	1,503.32	5,106.66	32.53%
25 Sharing the Warmth	4,930.99	-	486.57	9.87%	-	-	0.00%
27 COSA CDBG	250,000.00	24,093.29	25,384.71	10.15%	14,366.10	41,195.76	16.48%
28 COSA Water Assistance	125,686.10	-	55,000.00	43.76%	106.03	93,325.66	74.25%
29 Reliant CARE	4,635.50	-	2,500.00	53.93%	-	1,886.36	40.69%
30 DOE	203,899.40	6,139.64	44,977.26	22.06%	2,639.64	41,245.74	20.23%
33 Atmos WAP	9,342.00	30,000.00	30,000.00	321.13%	838.00	9,252.00	99.04%
40 LIHEAP	506,145.34	56,391.16	240,294.07	47.48%	34,737.09	244,482.61	48.30%
63 EFSP	35,090.00	-	17,545.00	50.00%	500.00	11,287.34	32.17%
67 SAAF	31,268.16	-	50,000.00	159.91%	1,004.26	33,785.05	108.05%
69 TBRA	423,615.06	151,426.00	990,225.74	233.76%	44,157.75	1,053,870.89	248.78%
71 ESG CARES	2,828,000.00	85,456.38	381,614.52	13.49%	85,456.38	384,042.79	13.58%
73 Barriers	50,000.00	8,161.50	8,816.50	17.63%	15,785.01	27,111.79	54.22%
75 TEMAP	-	59,794.65	59,794.65		39,495.80	59,944.91	
91 Case Management	9,039.95	-	-	0.00%	-	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	12,500.04	674.73%	-	1,090.44	58.86%
99 Interest	250.00	0.28	87.71	35.08%	-	-	0.00%
99 Unrestricted	2,750.00	-	8,727.07	317.35%	1,130.30	11,140.59	405.11%

Concho Valley Community Action Agency
Profit/(Loss) by Program
As of September 30, 2021
(75% of 12 Month Period)

	Community Services	Utility Assistance	Weatherization	Housing	Administration	Total
Revenues	336,290	2,043,152	315,271	1,457,996	8,815	4,161,525
Expenses	276,171	1,887,868	294,980	1,536,258	11,141	4,006,418
Profit/(Loss)	60,119	155,284	20,291	(78,261)	(2,326)	155,107



Concho Valley Community Action Agency

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

www.cvcaa.org

phone - 325-653-2411

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October 2021 Community Programs Report

CEAP and all Utility Assistance Programs:

- CEAP expenditures for October listed on the chart below. We did serve every county.
- 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 outreach. We participated in 8 different trunk or treats in the month of October with several other non-profits in our service area. CVCAA staff had a meeting with Howard College to collaborate and discuss our new programs and client referrals.
- We were able to help 127 individuals with water, gas, and electric payments through the Community Development Block Grant/City of San Angelo funds.
- We assisted 186 families with their COSA Water bills through EFSP 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 may fall below 125% as she just finished school and could not work as much. She may transition out of poverty at the beginning of 2022.
- We added a new family of 3 to case management program. We are currently interviewing 2 additional 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.
- Our agency assisted 67 individuals with food cards through Area Foundation in August. Our agency has assisted 463 individuals with food cards since the beginning of the year.

If you have any questions my email address is tdishon@cvcaa.org.



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Utility Assistance - October 2021

County	Households in Poverty	Households	Individuals	Monthly Expenditures	Monthly Average/HH	YTD Expenditures	% Of total households in poverty in area	% Total year expenditures
Coke	280	31	51	\$5,110.23	\$164.85	\$31,512.64	3.73%	1.97%
Concho	115	34	66	\$5,570.30	\$163.83	\$40,609.65	1.53%	2.54%
Crockett	307	32	75	\$4,066.98	\$127.09	\$27,590.76	4.09%	1.72%
Irion	103	7	11	\$1,263.30	\$180.47	\$10,079.35	1.37%	0.63%
Kimble	367	29	45	\$4,003.29	\$138.04	\$28,448.29	4.89%	1.78%
Menard	140	39	54	\$4,840.77	\$124.12	\$33,114.00	1.86%	2.07%
Reagan	131	16	38	\$2,161.68	\$135.11	\$17,971.77	1.75%	1.12%
Schleicher	189	29	56	\$3,597.92	\$124.07	\$27,119.97	2.52%	1.69%
Sterling	24	2	2	\$174.63	\$87.32	\$3,806.25	0.32%	0.24%
Sutton	128	33	52	\$3,028.97	\$91.79	\$27,799.28	1.71%	1.74%
Tom Green	5723	1,173	2,606	\$183,396.12	\$156.35	\$1,352,096.54	76.24%	84.50%
Total	7507	1,425	3,056	\$217,214.19	\$152.43	\$1,600,148.50	100.00%	100.00%

Executive Director's Report
November 10, 2021

CVCAA participated in an invitation-only round table conducted by the Texas Department of Housing and Community Affairs to discuss use of federal American Rescue Plan housing funds.

Director sits on advisory boards for Shannon Supportive Health Services (SSHS) and the Concho Valley Transit Authority. Both boards met during this reporting period. SSHS routinely refers clients to our services.

The National Community Action Foundation (NCAF) virtual conference began on November 1. Director attended and will attend subsequent NCAF sessions over the next few weeks.

A current utility assistance and housing client was denied case management. We are currently in the appeals process.

TXU donated our agency \$2500. The funds will purchase 1000 blankets for our clients.

Staff update.

Update on board portal.

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	3			24
TOTAL	1	3	4	2	2	2	3	2	3	3	0	0	25