

FILED FOR RECORD  
21 DEC -2 AM 10:05

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

Date: December 8, 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 2020 990.
6. Consider and take appropriate action on budget amendment.
7. Consider and take appropriate action on United Way application.
8. Consider and take appropriate action on ERA HSS grant application.
9. Consider and take appropriate action on CVCAA office space.
10. Consider and take appropriate action on Supportive Services for Veteran Families.
11. Community programs report.
12. Housing report.
13. Executive director's report.
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 December, 2021.

  
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Dr. Mark Bethune, Executive Director

**CONCHO VALLEY COMMUNITY ACTION AGENCY  
BOARD OF DIRECTOR'S MINUTES  
December 8, 2021**

Meeting was held in the Basement, Cactus Hotel, 36 East Twohig, San Angelo, Tom Green County, Texas and via Zoom Meeting ID 82199147452, Passcode 791780.

Present at meeting:

**Directors:**

**Elected Officials:** The Honorable Brandon Corbin - absent  
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  
Mary Anne Deaton

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

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

**Agenda**

1. The Honorable David Dillard called the meeting to order at 5:30pm and determined a quorum.
2. Invocation by Becky Trojczak.
3. Consider minutes for prior meeting and take appropriate action.  
Motion made by The Honorable Steve Floyd to accept minutes from prior meeting.  
Second made by The Honorable Hal Spain  
Motion passed 11-0

4. Consider and take appropriate action on financial report. Lyla Blue advised not just to update on financials unable budget. First Financial CD question – it has been liquidated in November and not reflected in this statement. No action taken.
5. Consider and take appropriate action 2020 990. It has been reviewed. All numbers come from the audit.  
Motion to accept report made by The Honorable Steve Floyd  
Second made by Victor Belman  
Motion passed 11-0
6. Consider and take appropriate action on budget amendment. Lyla Blue – amendments on pages 1 and 2. Pages 3-4 are the main. Left over amounts will be rolled over for the next year. Contributions on utility also roll over. The TBRA is the regular grant.  
Motion to accept by Bernie Coffee  
Second made by Becky Trojcak  
Motion passed 11-0
7. Consider and take appropriate action on United Way application. Sarah Eckel – accepted as an agency. This year monies spent on weatherization. The new year will be spent on housing and weatherization. Monies do not have restrictions and paid out monthly. Submitting for \$150k.  
Motion to approve for the application by Mary Anne Deaton  
Second made by Becky Trojcak  
Motion passed 11-0
8. Consider and take appropriate action on ERA HSS grant application. Sarah Eckel advised will be used to provide one-time payment to get into housing. Provide services for customers who are on programs that do not pay some of the one-time fees. \$150k application.  
Motion to approve to apply for application by The Honorable Steve Floyd  
Second made by Mary Anne Deaton  
Motion passed 11-0
9. Consider and take appropriate action on CVCAA office space. ED – requested no action until able to be presented in person.

10. Consider and take appropriate action on Supportive Services for Veteran Families. Sarah Eckel advised requested no action.
11. Consider and receive community programs report. Tracey Dishon CEAP going well – closed out CARES contracts. Have hired more case managers. Meeting with City of San Angelo to sign a vendor agreement. Sent out vendor agreements to rural areas. Transitioned a household of 4 out of poverty.
12. Consider and receive housing report. Sarah Eckel assisted 126 persons assisted. 2 households approved for TBRA – one in Sonora. Mortgage assistance still available. Working with Count in Time for homeless count to be held in January 2022.
13. Consider and receive Executive Director's report. ED – notice sent to CAC agencies – agenda items – procuring statewide assistance. Executive Committee – 45 state agencies – emergency meeting 12/7/2021. Will provide updates as they happen. Outreach person has been an asset going to outer counties. Received some temporary funds – helps plan better.
14. Consider future agenda items – bylaws, ED review – meet in person

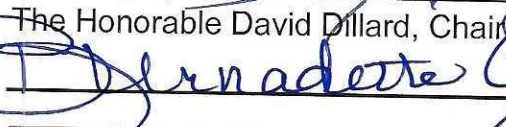
**Set date for future meeting.**

Wednesday, January 12, 2022. Meeting Basement Cactus Hotel @ 5:30pm.

15. There being no further business before the Board, The Honorable David Dillard adjourned the meeting at 5:59pm.

Signed this 12 day of January, ~~2021~~ 2022

  
The Honorable David Dillard, Chair

  
Bernadette Coffee, Secretary

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

	<u>Programs</u>	<u>Unrestricted</u>	<u>Total</u>
<b>Assets</b>			
Current Assets			
First Financial Checking	(143,138.49)	275,591.57	132,453.08
1st Community FCU Savings	-	32.11	32.11
First Financial MMA	10,965.88	6,018.47	16,984.35
First Financial CD	-	121,251.74	121,251.74
Grants Receivable	735,389.01	-	735,389.01
Security Deposit	-	3,050.00	3,050.00
Total Current Assets	<u>603,216.40</u>	<u>405,943.89</u>	<u>1,009,160.29</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>617,449.60</u>	 <u>405,943.89</u>	 <u>1,023,393.49</u>
 <b>Liabilities</b>			
Short-term Liabilities			
Accounts Payable	220,338.61	1,049.50	221,388.11
Payroll Liabilities Payable	9,211.02	-	9,211.02
Accrued Vacation	-	26,874.44	26,874.44
Line of Credit	-	100,000.00	100,000.00
Total Short-term Liabilities	<u>229,549.63</u>	<u>127,923.94</u>	<u>357,473.57</u>
 <b>Net Assets</b>			
Unrestricted	-	278,020.23	278,020.23
Temporarily Restricted	373,666.49	-	373,666.49
Permanently Restricted	14,233.20	-	14,233.20
Total Net Assets	<u>387,899.69</u>	<u>278,020.23</u>	<u>665,919.92</u>
 Total Liabilities and Net Assets	 <u>617,449.32</u>	 <u>405,944.17</u>	 <u>1,023,393.49</u>

**Concho Valley Community Action Agency**  
**Income/Expenses Budget Comparison**  
**As of October 31, 2021**  
**(92% of 12 Month Period)**

	Budget	Income			Expenses		
		October	YTD	% of Budget	October	YTD	% of Budget
10 CSBG	263,895.34	18,355.10	250,776.70	95.03%	22,855.10	230,063.85	87.18%
11 CSBG CARES	11,188.83	-	11,188.83	100.00%	1,966.19	5,572.32	49.80%
15 CSBG-D	-	-	19,489.00		-	19,489.00	
17 VITA	10,000.00	2,500.00	13,190.49	131.90%	-	8,381.59	83.82%
19 CEAP ARP	-	104,324.12	104,324.12	#DIV/0!	21,824.12	21,824.12	#DIV/0!
20 CEAP	1,925,116.53	281,852.92	1,442,504.31	74.93%	181,852.92	1,128,785.47	58.63%
21 CEAP CARES	687,505.27	72,900.73	840,530.08	122.26%	62,569.16	856,892.42	124.64%
22 Ambit Energy Aid	-	-	14,000.00		661.41	661.41	
23 Neighbor to Neighbor	24,951.93	-	7,500.00	30.06%	129.71	3,729.15	14.95%
24 TXU Energy Aid	15,697.20	-	10,000.00	63.71%	200.00	5,306.66	33.81%
25 Sharing the Warmth	4,930.99	-	486.57	9.87%	-	-	0.00%
27 COSA CDBG	250,000.00	24,823.54	50,208.25	20.08%	15,172.69	56,368.45	22.55%
28 COSA Water Assistance	125,686.10	-	55,000.00	43.76%	69.39	93,395.05	74.31%
29 Reliant CARE	4,635.50	-	2,500.00	53.93%	-	1,886.36	40.69%
30 DOE	203,899.40	-	44,977.26	22.06%	3,245.30	44,423.77	21.79%
33 Atmos WAP	9,342.00	-	30,000.00	321.13%	-	9,252.00	99.04%
40 LIHEAP	506,145.34	33,033.10	273,327.17	54.00%	29,286.90	273,417.06	54.02%
63 EFSP	35,090.00	-	17,545.00	50.00%	23,890.76	34,733.10	98.98%
67 SAAF	31,268.16	-	50,000.00	159.91%	1,223.67	34,243.72	109.52%
69 TBRA	423,615.06	-	990,225.74	233.76%	5,771.00	1,060,851.89	250.43%
71 ESG CARES	2,828,000.00	120,992.87	502,607.39	17.77%	120,992.87	505,035.66	17.86%
73 Barriers	50,000.00	9,853.51	18,670.01	37.34%	12,061.91	39,173.70	78.35%
75 TEMAP	-	20,749.43	80,544.08		20,749.43	80,694.34	
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	14,583.38	787.19%	-	1,090.44	58.86%
99 Interest	250.00	0.28	87.99	35.20%	-	-	0.00%
99 Unrestricted	2,750.00	1.94	8,729.01	317.42%	1,230.34	12,370.93	449.85%

**Concho Valley Community Action Agency**  
**Profit/(Loss) by Program**  
**As of October 31, 2021**  
**(92% of 12 Month Period)**

	Community Services	Utility Assistance	Weatherization	Housing	Administration	Total
<b>Revenues</b>	359,228	2,527,053	348,304	1,609,592	8,817	4,852,995
<b>Expenses</b>	300,439	2,168,849	327,093	1,720,489	12,371	4,529,241
<b>Profit/(Loss)</b>	58,789	358,204	21,212	(110,896)	(3,554)	323,755





## 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



### November 2021 Community Programs Report

#### CEAP and all Utility Assistance Programs:

- Our CEAP CARES contract is closed out and we are working on both our regular CEAP contract and now CEAP ARP-(American Rescue Plan). We have hired two more staff members to assist in CEAP and also with our new water program (LIHWAP-Low Income Household Water Assistance Program). We should be getting the LIHWAP contracts soon. Also, our new CEAP application for 2022 should be available within the next three weeks. We will send it out to the board once it is ready.
- Our CEAP numbers for the month of November are listed below. We did serve every county in the month of November.
- We assisted 160 households with their water, electric and gas bills through the COSA CDBG program.

#### 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 actually had another family of four transition out of poverty earlier this week. We have now reached 13 individuals for 2021 program year.
- The family of four client came to us in 2018 as a Certified Nursing assistant who was looking to further her education. She obtained her LVN first and now completed her RN program at Howard College. She is now working as an RN trainee in a nursing home and they have offered her the assistant to the director of nursing position. She also became homeless earlier this year and our housing department assisted her in finding a place to live. She truly is a success story and we are so proud of her, and she is so grateful to CVCAA for all of the assistance that we have provided her.
- We assisted 113 individuals with emergency food cards through Area foundation funds.





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### Utility Assistance - November 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	\$5,548.19	\$178.97	\$37,060.83	3.73%	1.99%
Concho	115	36	73	\$6,632.15	\$184.23	\$47,241.80	1.53%	2.54%
Crockett	307	34	83	\$5,499.21	\$161.74	\$33,089.97	4.09%	1.78%
Irion	103	8	12	\$1,093.53	\$136.69	\$11,172.88	1.37%	0.60%
Kimble	367	33	61	\$5,397.51	\$163.56	\$33,845.80	4.89%	1.82%
Menard	140	37	50	\$5,851.72	\$158.15	\$38,965.72	1.86%	2.10%
Reagan	131	16	39	\$2,504.97	\$156.56	\$20,476.74	1.75%	1.10%
Schleicher	189	34	62	\$4,583.35	\$134.80	\$31,703.32	2.52%	1.70%
Sterling	24	2	2	\$223.21	\$111.61	\$4,029.46	0.32%	0.22%
Sutton	128	33	52	\$3,554.34	\$107.71	\$31,353.62	1.71%	1.69%
Tom Green	5723	1,292	2,871	\$218,606.13	\$169.20	\$1,570,672.09	76.24%	84.46%
Total	7507	1,556	3,356	\$259,494.31	\$166.77	\$1,859,612.23	100.00%	100.00%

Executive Director's Report  
December 8, 2021

On Thursday, December 9, the Texas Department of Housing and Community Affairs (TDHCA) board of directors will vote on outsourcing utility assistance and weatherization to a statewide entity. This move has caused great concern within the Texas community action network. We were not notified nor consulted prior to this item being placed on the agenda. The Texas Association of Community Action Agencies, on which I sit on the executive committee, is reaching out to TDHCA staff expressing our concerns and seeking clarification as to why this is being pursued.

Our agency will receive \$443,844 in LIHWAP funds. LIHWAP is a temporary program designed to assist low-income households with water payments. We are currently working to secure vendor agreements with Concho Valley water providers.

A current utility assistance and housing client was denied case management. We are currently in the appeals process. UPDATE: The denial was upheld.

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	3		27
TOTAL	1	3	4	2	2	2	3	2	3	3	3	0	28