

NOTICE OF MEETING
CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS

Date: May 26, 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 CVCAA financial audit procurement.
6. Consider and take appropriate action on community programs report.
7. Consider and take appropriate action on CVCAA bylaws.
8. Consider and take appropriate action on Community Needs Assessment.
9. Consider and take appropriate action on CVCAA monitoring report from TDHCA.
10. Consider and take appropriate action on housing report.
11. Consider and take appropriate action on Executive Director's report.
12. Consider future agenda items.
13. 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 _____ day of _____, 2021.

Dr. Mark Bethune, Executive Director

NOTICE OF MEETING
CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS

FILED FOR RECORD

21 MAY 19 PM 12:46

CHRISTINA UBANDO
COUNTY CLERK
COUNTY OF TOM GREEN, TEXAS

Date: May 26, 2021
Time: 5:30 PM
Place: Cactus Hotel, Basement
36 E. Twohig, San Angelo
Tom Green County, Texas

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Agenda

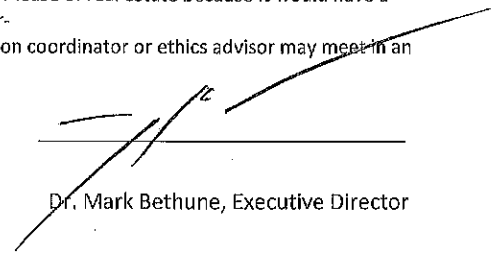
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Sign this 19 day of May, 2021.



Dr. Mark Bethune, Executive Director

**CONCHO VALLEY COMMUNITY ACTION AGENCY
BOARD OF DIRECTOR'S MINUTES
May 26, 2021**

Meeting was held in the Basement, Cactus Hotel
36 East Twohig, San Angelo, Tom Green County, Texas.

Present at meeting:

Directors:

Elected Officials: The Honorable Brandon Corbin
The Honorable David Dillard CVCAA Chair
The Honorable Hal Spain
The Honorable Steve Floyd - Absent
The Honorable Debra Horwood - Absent

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

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

Staff: Executive Director Mark Bethune, Community Programs Director Tracey Dishon,
Chief Financial Officer Lyla Martinez, Housing & Development Director Sarah Eckel,
Sarah Negovetich.

Agenda

1. The Honorable David Dillard called the meeting to order at 5:38pm and determined a quorum.
2. Invocation by The Honorable David Dillard.
3. Consider minutes for prior meeting and take appropriate action. Correction to remove Amanda Cruz.
Motion made by Donna Holden to accept minutes from prior meeting.
Second made by Connie Booth
Motion passed 11-0

4. Consider and take appropriate action on financial report. Lyla Blue advised we are considering March financials. Housing funding showing loss but has not been drawn down.
Motion to accept report made The Honorable Brandon Corbin
Second made by Victor Belman
Motion passed 11-0
5. Consider and take appropriate action on CVCAA financial audit procurement. Lyla Blue shared information on audit. Discussed that Armstrong Backus to do audit for one more year. Discussed reaching out to other firms. Lyla Blue advised had been; posted no other firms responding.
Motion to accept report made by Connie Booth
Second made by Neta Wescott
Motion passed 11-0
6. Consider and take appropriate action on community programs report. Tracey Dishon reviewed Community Programs report – highlights: increased benefit amounts for qualified households enabled to provide assistance to those affected by COVID and the winter storm. 274 individuals assisted with City of San Angelo Water bills. 9 Families to be assisted out of poverty in case management – currently have assisted 6.
Motion to accept report made by Victor Belman
Second made by Becky Trojcek
Motion passed 11-0
7. Consider and take appropriate action on CVCAA bylaws. Executive Director advised to accept attorney's recommendations and requested moving annual meeting to January.
Motion to accept changes to bylaws by The Honorable Brandon Corbin
Second by Noemi Samaniego
Motion passed 11-0
8. Consider and take appropriate action on Community Needs Assessment. Sarah Negovetich reviewed the assessment results with the Board. Offered to meet individually with Board members to see how to utilize in their local area.
Motion to accept report made Neta Wescott
Second made by Connie Booth
Motion passed 11-0

9. Consider and take appropriate action on CVCAA monitoring report from TDHCA. Executive Director advised Board that CVCAA is monitored every 2 years. No findings.
Motion to accept report made by Noemi Samaniego
Second made by Bernie Coffee
Motion passed 11-0

10. Consider and take appropriate action on housing report. Sarah gave update on TBRA usage.
Motion to accept report made by Becky Trojcek
Second made by Connie Booth
Motion passed 11-0

11. Consider and take appropriate action on Executive Director's report. CVCAA has secured additional space in the Cactus. Shared those employees having access to payroll records or check signing authority will be required to take off five (5) consecutive days per calendar. Executive Director took off May 4th-10th. Shared information on group touring homeless facilities in Abilene. There is no active homeless shelter in San Angelo. Executive Director attended first meeting as a rural representative sitting on Texas Homeless Network's Community Investment Committee. Shared final number for Volunteer Income Tax Assistance numbers – ten of eleven counties were served. Next year targeting all eleven counties. Shared that San Angelo Gives raised \$2,965.
Motion made to accept report by Bernie Coffee
Second by Victor Belman
Motion passed 11-0

12. Consider future agenda items – Organization standards within the next 3 months; nothing else specific.

Set date for future meeting.


13. Wednesday, June 9th, 2021. Meeting Basement Cactus Hotel @ 5:30pm.
14. There being no further business before the Board, The David Dillard adjourned the meeting at 6:20pm.

Signed this _____ day of _____, 2021.

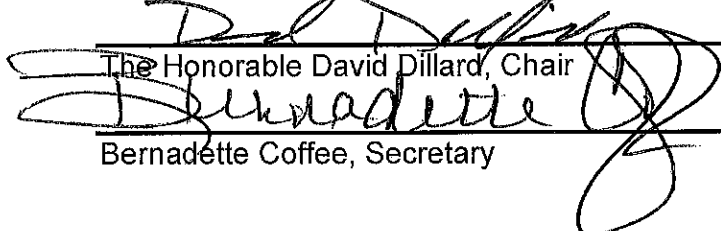
The Honorable David Dillard, Chair

Bernadette Coffee, Secretary

Signed this 9 day of June, 2021.



The Honorable David Dillard, Chair



Bernadette Coffee, Secretary

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

	<u>Programs</u>	<u>Unrestricted</u>	<u>Total</u>
Assets			
Current Assets			
First Financial Checking	(72.71)	178,153.72	178,081.01
1st Community FCU Savings	-	32.11	32.11
First Financial MMA	10,965.60	6,016.38	16,981.98
First Financial CD	-	121,251.74	121,251.74
Grants Receivable	177,055.42	-	177,055.42
Security Deposit	-	3,050.00	3,050.00
Total Current Assets	<u>187,948.31</u>	<u>308,503.95</u>	<u>496,452.26</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>202,181.51</u>	 <u>308,503.95</u>	 <u>510,685.46</u>
 Liabilities			
Short-term Liabilities			
Accounts Payable	16,702.66	-	16,702.66
Payroll Liabilities Payable	(1,479.72)	-	(1,479.72)
Accrued Vacation	-	21,063.22	21,063.22
Total Short-term Liabilities	<u>15,222.94</u>	<u>21,063.22</u>	<u>36,286.16</u>
 Net Assets			
Unrestricted	-	287,440.73	287,440.73
Temporarily Restricted	172,725.37	-	172,725.37
Permanently Restricted	14,233.20	-	14,233.20
Total Net Assets	<u>186,958.57</u>	<u>287,440.73</u>	<u>474,399.30</u>
 Total Liabilities and Net Assets	 <u>202,181.51</u>	 <u>308,503.95</u>	 <u>510,685.46</u>

Concho Valley Community Action Agency
Income/Expenses Budget Comparison
As of March 31, 2021
(25% of 12 Month Period)

	Budget	Income			Expenses		
		March	YTD	% of Budget	March	YTD	% of Budget
CSBG	263,895.34	13,184.44	71,709.17	27.17%	16,184.44	56,996.32	21.60%
CSBG CARES	11,188.83	11,188.83	11,188.83	100.00%	106.23	309.84	2.77%
VITA	10,000.00	-	-	0.00%	2,192.48	4,677.99	46.78%
CEAP	1,925,116.53	85,550.55	284,404.38	14.77%	83,670.42	193,805.41	10.07%
CEAP CARES	687,505.27	-	120,000.00	17.45%	31,917.20	58,984.32	8.58%
Neighbor to Neighbor	24,951.93	7,500.00	7,500.00	30.06%	1,187.79	1,432.90	5.74%
TXU Energy Aid	15,697.20	10,000.00	10,000.00	63.71%	1,171.50	1,321.50	8.42%
Sharing the Warmth	4,930.99	-	255.67	5.18%	-	-	0.00%
COSA Water Assistance	125,686.10	-	55,000.00	43.76%	17,762.86	31,543.42	25.10%
Reliant CARE	4,635.50	-	-	0.00%	1,052.31	1,552.31	33.49%
COSA CDBG	250,000.00	-	-	0.00%	-	-	0.00%
DOE	203,899.40	8,384.74	16,910.11	8.29%	6,833.57	16,784.61	8.23%
Atmos WAP	9,342.00	-	-		1,325.00	3,260.00	34.90%
LIHEAP	506,145.34	39,347.60	119,609.75	23.63%	27,347.60	69,391.98	13.71%
EFSP	35,090.00	17,545.00	17,545.00	50.00%	249.80	249.80	0.71%
SAAF	31,268.16	-	25,000.00	79.95%	3,408.24	18,374.24	58.76%
TBRA	423,615.06	127,803.83	318,554.74	75.20%	115,066.35	443,191.58	104.62%
ESG CARES	2,828,000.00	-	-	0.00%	1,858.18	2,031.92	0.07%
Barriers	50,000.00	-	-	0.00%	-	-	0.00%
Case Management	9,039.95	-	-		86.59	190.19	2.10%
Make a Difference	1,250.00	-	-		-	-	0.00%
United Way	1,852.59	-	-	0.00%	1,032.95	1,090.44	58.86%
Interest	250.00	0.43	85.62	34.25%	-	-	0.00%
Unrestricted	2,750.00	1,149.41	2,233.43	81.22%	452.32	2,263.70	82.32%

Concho Valley Community Action Agency
Profit/(Loss) by Program
As of March 31, 2021
(25% of 12 Month Period)

	Community Services	Utility Assistance	Weatherization	Housing	Administration	Total
Revenues	107,898	477,160	136,520	336,100	2,319	1,059,997
Expenses	81,639	288,640	89,437	445,473	2,264	907,452
Profit/(Loss)	26,259	188,520	47,083	(109,374)	55	152,544



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



April Community Programs Report

CEAP: Comprehensive Energy Assistance Programs

- We did serve all 11 counties in April and our households assisted continues to steadily increase. Outreach staff out in our counties regularly has helped tremendously.
- We assisted 1244 individuals with Energy Assistance payments in the month of April.
- Increased benefit amounts for qualified households has enabled us to assist those affected by COVID and the winter storm.
- We have also assisted 274 individuals with their City of San Angelo Water bills.

CSBG:

Case Management:

- Two additional families were added to Case Management, a family of 3 and a family of 5.
- We had a family of 4 transition out of poverty in April. We are currently tracking a family of 3. They should transition out in May.
- We have assisted two families with 4,977.04 in tuition and transportation out of CSBG-Discretionary funds. Additional funds provided for direct service to clients.
- We have assisted 104 individuals with food cards in the month of April.

Utility Assistance - April 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	10	17	\$1,708.22	\$170.82	\$3,478.11	3.73%	1.37%
Concho	115	15	23	\$2,369.76	\$157.98	\$5,048.06	1.53%	1.99%
Crockett	307	12	26	\$1,918.50	\$159.88	\$3,459.66	4.09%	1.36%
Irion	103	3	3	\$593.07	\$0.00	\$2,566.83	1.37%	1.01%
Kimble	367	17	26	\$2,342.30	\$137.78	\$4,158.60	4.89%	1.64%
Menard	140	13	16	\$1,208.87	\$92.99	\$3,697.65	1.86%	1.46%
Reagan	131	6	15	\$1,463.19	\$0.00	\$2,200.32	1.75%	0.87%
Schleicher	189	13	26	\$1,495.51	\$115.04	\$3,742.65	2.52%	1.47%
Sterling	24	1	1	\$103.86	\$103.86	\$103.86	0.32%	0.04%
Sutton	128	18	30	\$1,773.26	\$98.51	\$5,517.20	1.71%	2.17%
Tom Green	5723	520	1,061	\$97,605.44	\$187.70	\$219,916.02	76.24%	86.62%
Total	7507	628	1,244	\$112,581.98	\$179.27	\$253,888.96	100.00%	100.00%

**CONCHO VALLEY COMMUNITY
ACTION AGENCY
BYLAWS**

**BYLAWS OF THE CONCHO VALLEY COMMUNITY ACTION
AGENCY
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BYLAWS
Of
CONCHO VALLEY COMMUNITY ACTION AGENCY, INC.
(CVCAA)
SEPTEMBER 4, 2003

ARTICLE I.
NAME AND DESCRIPTION

The name of this corporation shall be Concho Valley Community Action Agency, Inc., a 501(c)(3) nonprofit corporation incorporated under the laws of the State of Texas and recognized by the U. S. Department of Health and Human Services (DHHS), the Texas Department of Housing and Community Affairs (TDHCA), and any other state or federal agency as necessary as the proper body to carry out the purposes and functions set out in the bylaws.

Service for the Concho Valley Community Action Agency, Inc. shall be sent to P.O. Box 671 San Angelo, Texas 76902 or locations as duly designated by the action of the Board of Directors.

ARTICLE II.
PURPOSE

The purpose and function of the Concho Valley Community Action Agency, Inc. ("Agency"), shall be:

Charitable and educational, especially with regard to the implementation and execution of the provisions and intentions of the Economic Opportunity Act of 1964, as it may from time to time be amended or replaced.

To administer certain programs of the U. S. Department of Health and Human Services (DHHS), The Texas Department of Housing and Community Affairs (TDHCA), and other appropriate agencies in the counties of Coke, Concho, Crockett, Irion, Kimble, Menard, Schleicher, Sutton, Sterling, Reagan, and Tom Green, and environs including, but not limited to, Mason, McCulloch, Coleman, and Runnels by subcontract or by other legal capacity as a private nonprofit corporation.

To work with three (3) significant groups in the community, that is, the poor, the public, and the private sector, to seek out, identify and eliminate the causes of poverty within the community.

To make the entire community more responsive to the needs and interests of the poor by mobilizing available resources and bringing about a greater institutional sensitivity.

To plan and develop a system of priorities among projects, activities and areas as needed for the most effective and efficient use of resources.

To address affordable housing for low-income persons residing in the Concho Valley.

ARTICLE III. BOARD OF DIRECTORS

The governing body of this corporation shall be its Board of Directors ("Board"), which shall be comprised in accordance with the terms of this Article.

The Board shall be comprised of a minimum of fifteen (15) members, or such greater number of members as the Board approves.

No person who served on the Board of directors prior to July 28, 2003, may serve on the Board.

The Board shall be composed of three parts: Elected Officials; Low-Income Individuals and Families; and Private Sector.

a. Elected Officials. Elected Officials shall comprise one-third of the membership of the Board. Elected Officials shall be appointed by the Board of Directors. Vacancies in the Elected Official category will be filled from a slate of nominations provided to the Board by the County Judges in the Agency's service delivery area. Elected Officials may serve as Board members only as long as they maintain their status as an elected public official.

b. Low-Income Individuals and Families. Low-Income Individuals and Families ("Low Income") shall comprise at least one-third of the membership of the Board. Low Income members must represent low-income individuals and families within the Agency's service delivery area, and shall be chosen in accordance with a democratic selection process that assures they are representative of the poor in the area served. With Board approval, Low Income members need not themselves be low income, but must be selected in a manner which ensures they truly represent low-income individuals and families. Low Income members shall serve a term of four years, or until their replacement is duly approved by the Board. A low-income member may serve multiple terms, but must be chosen for each term pursuant to the provisions of these Bylaws.

c. Private Sector. Members of the Board from the Private Sector shall be nominated by community-based organizations and businesses within the Agency's service delivery area. Private Sector members shall serve a term of four years, or until their replacement is duly approved by the Board. Members must reside within the service delivery area. A Private Sector member may serve multiple terms, but must be chosen for each term pursuant to the provisions of these Bylaws.

ARTICLE IV. BOARD MEMBERSHIP REQUIREMENTS

ELECTED OFFICIALS

Must be duly and currently elected under the laws of the State of Texas.

LOW INCOME

The Board shall select members from the low-income sector. An essential objective of community action is participation by low-income individuals and families in the programs that affect their lives. Low-income members need not themselves be low income, but they must be selected in a manner that ensures that they truly represent low-income individuals and families. The procedure used to select Low Income Board

members must use a democratic selection process. Among the selection processes that may be utilized, either alone or in combination, are:

- Nominations and elections, either within neighborhoods or within the community as a whole.
- Selection at a meeting or conference to which all neighborhood residents, "especially those who are poor, are openly invited."
- Selection of representatives to a community-wide Board by member's neighborhood or sub-area Boards who are themselves selected by neighborhood area residents.
- Selection, on a small area basis such as a city block or city, of representatives who in turn select members for a community-wide Board.
- Selection of representatives by existing organizations whose membership is predominately composed of poor persons.
- Efforts should be made in the selection process to reflect the minority population percentages within the service delivery area.

When a Board member representing the low-income sector should fail to complete his or her term: 1) if more than ½ of the member's term remains, a new Board member shall be elected through the democratic process and that Board member shall serve out the remainder of the term, or 2) if less than ½ of the member's term remains, a new Board member shall be selected through the democratic process and that Board member shall serve out the remainder of the term and be understood to have been elected to serve an additional full-term.

PRIVATE SECTOR

The Board shall select members representing private sector businesses and community based organizations, or it may select various private sector businesses and organizations from which members of the private sector would be chosen as members. Private Sector members shall be selected in such a manner as to assure that the Board will benefit from broad community involvement. The Board composition for the Private Sector shall draw from officials or members of business, industry, labor, religious, education, law enforcement, and other major groups and interests in the community served. Efforts should be made in the selection process to reflect the minority population percentages within the service delivery area.

ALTERNATES FOR PRIVATE SECTOR MEMBERS ONLY

Elected officials may represent private sector businesses and community based organizations as members of those organizations.

RESIDENCE OF MEMBERS

All Board members must reside within the Agency's service delivery area, and should be selected so as to provide representation for all geographic areas within the service area; however, greater representation may be given on the Board to areas with greater low-income population. Low-income representatives must reside in the area that they represent.

LIMITATIONS OF BOARD SERVICE

Public officials may serve at the pleasure of the Board as long as the public official remains in office. Low-income and private organizations members also serve at the pleasure of the Board.

VACANCIES

All Board vacancies shall be filled as soon as reasonably possible. In no event shall the Board allow 25% or more of either the Elected Officials or Low Income Board positions to remain vacant for more than 90 days. The Agency shall report to TDHCA the number of Board vacancies by sector on their monthly performance reports. Compliance with the CSBG Act requirements for Board membership is a condition for eligible entities to receive CSBG funding, and there is no provision in the Act for a waiver or exception to these requirements.

REMOVAL OF BOARD MEMBERS

Elected Officials may be removed by action of the Board or pursuant to any procedure provided for in the Agency's articles of incorporation or these bylaws.

Low Income Members may be removed by the Board or pursuant to any procedure provided for in the Agency's articles of incorporation or these bylaws.

Private Sector members may be removed by the Board or pursuant to any procedure provided for in the Agency's articles of incorporation or these bylaws.

COMPENSATION OF BOARD MEMBERS

Board members may not receive compensation for their service on the Board. Reimbursement of reasonable and necessary expenses incurred by a Board member in carrying out his/her duties is allowed, but only in the amount and for expenses allowed by state or federal rules, regulations, or laws.

CONFLICT OF INTEREST

No person may sit on the Board who is an officer or an employee of an organization contracting to perform a component of Agency's services funded by the Office of Community Services (OCS). (See Texas Department of Housing and Community Affairs (TDHCA) Policy Issuance #2002-2.3, Conflicts of Interest, as it may be from time to time amended). No employee of the Agency, the Texas Department of Housing and Community Affairs, US Department of Health and Human Services, nor any federal employee may serve on the Board in a capacity that will require him/her to act as an agent of or as attorney for the Agency in its dealings with OCS or with any other state or federal agency.

Elected officials sitting on the Agency's Board will not have a conflict of interest if the Agency contracts with his/her jurisdiction to perform a component of the Agency's services funded by OCS.

No member of the Agency's Board may be employed by the Agency during their service on the Board or for twelve months thereafter.

Members of the Agency's Board shall sign a Conflict of Interest statement with attached Vendor List at the first regularly scheduled meeting they attend after the beginning of each calendar year during their tenure, and as requested by the Agency thereafter.

ARTICLE V. PETITIONING PROCEDURE

Any private community group or representative group of low-income individuals or families that believes itself inadequately represented on the Board may petition for adequate representation.

Any such petition must be signed by fifty members of the petitioning group or by fifty percent of the bona fide members of that group or organization. The organization or groups presenting such a petition shall be promptly afforded an informal open hearing before the Board in order that they may have a full and fair opportunity to present their request.

If a petitioning group is granted a seat on the Board pursuant to such a hearing, that representative shall be promptly seated and afforded all rights and privileges of any other member of the Board.

The Board shall then readjust its membership to maintain the proper representation of Public Officials and Low Income members. The Board may by majority vote expand the number of members of the Board, provided such expansion complies with numerical requirements of Article III(a) and (b).

A written statement of the Board's action on such petitioning shall be submitted to the petitioning group and a copy of that statement sent to the Texas Department of Housing and Community Affairs (TDHCA) and US Department of Health and Human Services, if required.

ARTICLE VI.
MEETING OF THE BOARD

All regular and special meetings of the Board and any officially designated committees shall be open to the general public. Closed/Executive sessions are permitted and governed pursuant to Chapter 551 of the Texas Government Code. All meetings shall be conducted in accordance with the Texas Open Meetings Act and all corporate records governed by the Texas Open Records Act, HIPAA Act of 1996, and the Standards for Privacy of Individually Identifiable Health Information Act of 2003. Notices of open meetings will be posted at all corporate offices and centers and sent to the County Clerks in the service delivery area for posting in county courthouses. Public notices shall be posted no less than 72 hours prior to Agency Board ~~open~~ meetings.

Regular meetings shall be held every month at 5:30 p.m. or at such time as may be determined by the Board; however, the Board must meet at least once each ten weeks.

Special meetings may be called by the Chairman of the Board or upon the request of any five members of the Board, with notice of any such meeting provided as required by this Article. An Agenda of each special called meeting of the Board shall accompany the notice of that meeting and shall be sent to all Board members.

Written notice stating the agenda, the place, date, and time of each meeting shall be sent to each Board member not less than five days in advance of the meeting. The notice may be sent by electronic mail.

All meetings of the Board shall be held in a county in the Agency's service delivery area. Meeting locations should be convenient to low-income individuals and families.

Commented [JL1]: My recollection is that you need to post all meetings, even if the intent is to immediately move into closed session.

Created: 9/18/03
Last Revised: 9/17
Reviewed: 11/19

A quorum shall consist of more than fifty percent of the then total Board membership, regardless of the sectors each Board member represents

The act of the majority of the Directors at any meeting at which a quorum is present shall be an act of the Board.

The parliamentary procedures of all meetings of the Agency shall be conducted in accordance with Robert's Rules of Order, Revised. Show of hands will be used in voting on all motions to call a closed session of the Board, remove a Board member, hire or fire an Executive Director, or elect any officer of the Agency.

Each member of the Board shall be entitled to one vote. Proxy voting is prohibited.

Board members may be removed for cause, which is defined as willful misconduct as found by the Board. Removal for cause must be supported by a two-thirds vote of a quorum of members present at a Board meeting.

Any Board member who, without just cause established by the member and acceptable to the Board, is absent from three of any six consecutive regularly scheduled meetings of the Board, may be removed by a majority vote of the Board. Notwithstanding the foregoing, the Board has discretion not to remove any member subject to this paragraph.

No meeting, be it regularly scheduled or special called, may address the issues of: removal of a member of the Board for cause, the election of officers of the Board, the amendment or revision of these Bylaws, or the hiring or firing of the Executive Director of the Agency; unless such items appear on an agenda circulated pursuant to the requirements of this Article.

The Board shall keep for each meeting written minutes, which include a record of all motions, seconds, and votes and a record of all members attending. Minutes of the previous meeting shall be distributed to all members with the next meeting agenda, and shall be made available to the public upon request. The Board shall also make available to the public upon request translations of the minutes in areas where a significant portion of the poverty population does not speak English.

Board members may attend meetings via teleconference or videoconference to the extent allowed by state and federal rules, regulations, and laws.

Members may not vote by proxy.

ARTICLE VII.

OFFICERS OF THE BOARD

The officers of this corporation shall be the Chairman, Vice-Chairman, Secretary and Treasurer. The office of Secretary and Treasurer may be filled by one person. All officers of this Agency shall be duly selected members of the Board. The Board may by vote establish additional officers and appoint members to hold such offices.

No officer of the Agency shall receive compensation for duties performed in the exercise of his/her office.

Officers of the Agency shall be elected at the annual meeting of the Board held in July of each year. Officers shall serve for a period of one year and may succeed themselves in office upon proper action of the Board.

Any vacancy in any office because of death, resignation, or otherwise, may be filled by the Board for the unexpired portion of the term.

Chairman

The Chairman shall:

- a. Be the principal representative of the Agency and subject to the control of the Board. Through the assistance of the executive director, financial officer, and agency staff, the chairman shall oversee all of the business and affairs of the Agency.
- b. When present, preside at all meetings of the Board. Sign with other designated individuals authorized by the Board, any contract, check, agreement or other instrument that the Board has authorized.
- c. In general, perform all duties incident to the office of chairman and such other duties as may be prescribed by the Board from time to time.
- d. Serve as or designate a public information officer (PIO) for the corporation. The PIO shall be the one point contact for the media.

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Vice-Chairman

The Vice-Chairman shall perform all duties of the Chairman of the Board in the absence of that officer and perform such other duties as may be assigned by the Board.

Commented [JL2]: Does this include sign contracts and checks? If so, then it's okay. If not, this needs to be modified.

Secretary

The secretary through the assistance of the executive director shall see that all minutes of the Board are kept, all notices are duly given in accordance with the provisions of these bylaws and required by law, be custodian of the records of the Board, seal of the corporation, and keep a register of the post office addresses of each Board member.

Treasurer

The treasurer through the assistance of the executive director and chief financial officer shall be responsible for the financial affairs of the Agency. This responsibility shall include serving as chair of any Finance Committee, working with the executive director and chief financial officer to: assure monies belonging to the corporation are deposited in a bank approved by the Board, bills of the agency are paid in a timely manner, the submission of a financial report at each Board meeting, arranging for the annual examination and Audit of Agency records, submitting the annual finance report at the annual meeting, and such other duties as may be prescribed by the Board from time to time.

ARTICLE VIII.

COMMITTEES OF THE BOARD

Executive Committee

The Chairman of the Board may appoint an Executive Committee composed of members of the Board to transact routine and ordinary business of the Board between meetings of the full Board if required. The Chairman of the Board shall chair any Executive Committee.

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The executive director shall report on Committee actions taken between meetings at the next meeting of the full Board. The Executive Committee shall be a standing committee.

Standing Committees

The Chairman may appoint such standing committees as the Board deems necessary. Standing committees may include, but shall not be limited to: a Policy Committee, a Finance Committee, a Planning and Priorities Committee, an Oversight and Monitoring Committee and a Board Nominating Committee.

Special Committees

The Chairman of the Board may appoint special committees from time to time depending upon the needs of the Board. Such committees may have policy-making or advisory functions and shall serve for as long as their need exists.

Membership

All standing and special committees of the Board shall fairly reflect the full composition of the Board and at least one-third of their number shall be representatives of the poor. The executive director shall serve as ex-officio secretary for all committees and report on committee actions at the next meeting of the full Board. Each standing or temporary committee may include ex-officio members with particular areas of expertise to assist that committee. These ex-officio members may not hold chairmanship of a committee, and they will not have a vote.

Ratification

Any and all acts of any and all standing and special committees must be ratified by action of the Board at the next scheduled meeting of the full Board.

Quorum and Act

A majority of any committee members present and voting shall constitute a quorum of that committee. Any act of the majority of committee members at which a quorum is present shall constitute an act of that committee. Voting by proxy is not permitted at meetings of any committee.

Notice

Each member of any committee must be notified in writing of the time, date, and location of such meeting at least 48 hours before the committee shall meet. The requirement for notice may be waived; however, upon written agreement of all members of the committee that is meeting.

Public notices stating the agenda, the place, date, and time shall be posted at least 72 hours prior to the time of the meeting.

ARTICLE IX.

POWER OF THE BOARD

GENERAL POWERS

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The Board of Directors shall have the ultimate responsibility for the planning, coordination, evaluation and administration of the Agency. In this regard the Board shall have the power to receive and administer funds pursuant to Title II of the Economic Opportunity Act of 1964, as amended; to receive and administer funds and contributions from private or local public sources; to receive and administer funds under any federal or state assistance program pursuant to the requirements of those programs.

The Board shall have the power to transfer funds, to receive and to delegate powers to other agencies subject to its overall program responsibilities.

The Board shall have the power to contract and to do any and all acts necessary to carry out its function in accordance with Title II of the Economic Opportunity Act of 1964, as amended.

The Board shall have the authority to appoint an executive director and define the duties of the executive director; however, the Board should not become involved in the selection of any other employee of the Agency or day to day instruction or duties of the Agency employees, except as may be defined in the Agency's policy manual as approved by the Board.

CONTRACTING FOR PERFORMING COMPONENTS OF THE CONCHO VALLEY COMMUNITY ACTION AGENCY WORK PROGRAM.

Whenever the Agency chooses to place the responsibility for planning, conducting, or evaluating a component of its work program funded by OFFICE OF COMMUNITY SERVICE (OCS) with another organization, it shall formalize the relationship with that organization in a contract which states the specific responsibilities contracted and the conditions for performance. The Board may delegate these responsibilities only to organizations whose boards of directors have a membership of at least one-third representatives of low-income individuals or families, or which forms an advisory committee at least a majority of which are democratically selected representatives of low income individuals or families.

When the Agency "places the responsibility for major policy determinations with respect to the character, funding, extent, and administration of the budgeting for programs to be carried on in a particular geographic area within the community", in a subsidiary board or council, as allowed by Section 211 (c) of the Act ~~states~~, that board or council shall have a membership of at least a majority of representatives of low income individuals or families selected according to the procedures outlined in OCS regulations. These ~~Boards-subsidary boards or councils~~ shall include in their bylaws procedures for seating elected public officials who represent the area served by the ~~Board-subsidary boards or councils~~ and who wish to be seated on it.

ARTICLE X.

AMENDMENT OF BYLAWS

These Bylaws may be amended, altered or revised at any time by an act of the Board. Any amendment, alteration or revision of these Bylaws shall be subject to the notice and agenda requirements of Article VI of these bylaws and cannot be changed or amended without an affirmative vote of two-thirds of a quorum of the Board at a regular or special meeting. ~~—~~All amendments, alterations or revisions of these Bylaws shall be promptly transmitted to the Texas Department of Housing and Community Affairs and the US Department of Health and Human Services as required.

ARTICLE XI.

INDEMNIFICATION

The Agency shall defend and indemnify any Board member, director, officer, or employee, of the Agency against expenses and costs (including attorney's fee) actually and necessarily incurred by him/her and any amount paid in settlement of, or satisfaction of judgments in connection with any claim (whether or not legal action is filed), action, suit, or proceeding, whether administrative, civil or criminal in nature, of which he/she is made a part by reason (in whole or part) of being or having been such a Board member director, officer, or employee (whether or not a Board member, director, officer, or employee at the time such costs or expenses are incurred by or imposed upon him/her), except in relation to matters as to which he/she shall be adjudged in such action, suit, or proceeding to be guilty of gross negligence, willful or wanton conduct, or intentional misconduct in respect of the matter in which indemnity is sought. Such right of defense and indemnification shall not be deemed exclusive of any other rights to which such Board member, director, officer, or employee may be entitled by law otherwise. No Office of Community Services funds will be used for legal fees without prior

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authorization. The Agency may purchase an insurance policy which provides defense and indemnity substantially in accord with this Article in the first instance, but purchase of such a policy shall not relieve the Agency of its obligation to defend and indemnify a person covered by this Article.

ARTICLE XII.
DISSOLUTION OF THE CORPORATION

Dissolution of this corporation shall be in compliance with the laws of the State of Texas and those pertinent requirements and regulations of the Community Services Administration as appropriate. The disposition of all property and assets of this corporation shall be in accordance with CAP Grantee Financial Policy and Procedures Guide, Volume V or such other regulations as appropriate.

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.state.tx.us

Greg Abbott
GOVERNOR

BOARD MEMBERS
Leo Vasquez, *Chair*
Leslie Bingham, *Vice Chair*
Brandon Batch, Member
Paul A. Braden, Member
Ajay Thomas, Member
Sharon Thomason, Member

May 17, 2021

Dr. Mark Bethune
Executive Director
Concho Valley Community Action Agency
San Angelo, Texas
Email: mbethune@cvcaa.org

RE: DOE CONTRACT NO. 56190003126, LIHEAP CONTRACT NO. 81200003187,
CEAP CONTRACT NO. 58200003155, CEAP CARES CONTRACT NO. 58990003298
CSBG CONTRACT NO. 61200003218, CSBG CARES CONTRACT NO. 61200003339
HOME CONTRACT NO. 1003053

Dear Dr. Bethune:

The Texas Department of Housing and Community Affairs (the Department) conducted a monitoring review of the above mentioned contracts. The goal of the review was to provide reasonable but not absolute assurance regarding compliance with federal and state requirements and program objectives.

To achieve this goal, a sample of transactions, records and client files were selected and tested. The attached report details the scope and results of the review.

Based on the limited scope of the review, no findings were identified. Please note although there were no findings, it is the responsibility of Concho Valley Community Action Agency to maintain compliance throughout the contract and affordability period, as applicable. No further action is required at this time for this review. This review is **closed**.

The Department wishes to express our appreciation for the cooperation of your staff in facilitating this review. If you have any questions or concerns regarding this visit, please feel free to contact me or Robert Moore via email at robert.moore@tdhca.state.tx.us.

Sincerely,

A handwritten signature in black ink that reads "EARNEST L. HUNT".

Earnest L. Hunt

Director of Subrecipient Monitoring

rwm

cc: Michael De Young, Director of Community Affairs
Gavin Reid, Manager Planning/Training, Chad Turner, Training Specialist,



General Concerns:

During the case file review of DOE Contract No. 56190003126, LIHEAP Contract No. 81200003187, Department staff noted the following items of concern which *do not require corrective action* submitted to the Department. Concerns may be subject to subsequent review. Repeat concerns may be elevated to deficiencies. Procedures must be developed to ensure these concerns are corrected in the future:

CONCERN #1: Inadequate Whole House Documented Assessment

Review of three (3) DOE and seven (7) LIHEAP WAP client files revealed Concho Valley Community Action Agency (CVCAA) needs to update their assessment data collection form and process. Specifically, CVCAA did not have complete whole house assessment documentation to validate NEAT/MHEA audits, LIHEAP WAP Priority List and work orders released to contractors. Structural information, air infiltration, attic ventilation verification, window unit AC amperage testing documentation and all health and safety measures are examples of inconsistently documented information. Incomplete or missing assessment documentation will not ensure client health and safety and that the most effective energy saving measures were installed to maximize energy cost savings.

10 TAC Chapter 6 Subchapter D Rule §6.416 require the following:

- (a) *Subrecipients must conduct a whole house assessment on all eligible units. Whole house assessments must be used to determine whether the Priority List or an Energy Audit is most appropriate for the unit. Whole house assessments must include but are not limited to the items described in paragraphs (1) - (15) of this subsection:*
- (1) *Wall--Condition, type, orientation, and existing R-values;*
 - (2) *Windows--Condition, type material, glazing type, leakiness, and solar screens;*
 - (3) *Doors--Condition, type;*
 - (4) *Attic--Type, condition, existing R-values, and ventilation;*
 - (5) *Foundation--Condition, existing R-values, and floor height above ground level;*
 - (6) *Heating System--For all systems: unit type, fuel source (primary or secondary), thermostat, and output; for combustion systems only: vented or unvented efficiency, CO-levels, complete fuel gas analysis, gas leaks, and combustion venting;*
 - (7) *Cooling System--Unit type, condition, area cooled, size in BTU rating, Seasonal Energy Efficiency Rating (SEER) or Energy Efficiency Rating ("EER"), manufacture date, and thermostat;*
 - (8) *Duct System--Condition, existing insulation level, evaluation of registers, duct infiltration, return air register size, and condition of plenum joints;*
 - (9) *Water Heater--For all water heaters: condition, fuel type, energy factor, recovery efficiency, input and output ratings, size, existing insulation levels, existing pipe insulation; for combustion water heaters only: carbon monoxide levels, draft test, complete fuel gas analysis;*
 - (10) *Refrigerator--Condition, manufacturer, manufacture date and make, model, and consumption reading (minutes and meter reading); customer refusal must be documented;*
 - (11) *Lighting System--Quantity, watts, and estimated hours used per day;*
 - (12) *Water Savers--Number of showerheads, estimated gallons per minute and estimated minutes used per day;*
 - (13) *Health and Safety--For all units: smoke detectors, wiring, minimum air exchange, moisture problems, lead paint present, asbestos siding present, condition of chimney, plumbing problems, mold; for units with combustion appliances: unvented space heaters, carbon monoxide levels on all combustion appliances, carbon monoxide detectors;*
 - (14) *Air Infiltration--To be determined from Blower Door testing; areas requiring air sealing will be noted;*

(15) Repairs--Measures needed to preserve or protect installed Weatherization measures may include lumber, shingles, flashing, siding, masonry supplies, minor window repair, gutters, downspouts, paint, stains, sealants, and underpinning.

If using the Energy Audit, all allowable Weatherization measures needed must be entered. Measures will be performed in order of highest SIR to lowest depending on funds available. If using the Priority List, included Weatherization measures must be addressed in the order they appear on the list, or an explanation for excluding a measure must be provided.

Recommended Corrective Action:

CVCAA must immediately update their assessment collection data form and documentation process to ensure all required assessment information is documented and supports the NEAT/MHEA audit, LIHEAP WAP Priority List and all weatherization work completed in a home. Without a fully documented assessment containing at minimum the items listed within 10 TAC Rule §6.416, measure expenditures can be questioned and/or disallowed.

CONCERN #2: Ensure Compliance with Program Requirements

A review of nine (9) weatherization client files revealed the need to update existing practices to the following DOE/LIHEAP rules and regulations:

(1) Ensure Accurate NEAT Modeling

CVCAA must review NEAT/MHEA Setup Library and ensure Key Parameters are within DOE setup guidelines as viewed at [NEAT/MHEA Manual](#) and Fuel Costs setup according to [Multiple Fuel Costs](#) on the TDHCA website WAP Best Practices. The NEAT/MHEA Retrofit Options must initially be selected as evaluate all where available and other areas without specific input to allow the audit to define the optimum measures to perform based on documented assessment information. All allowable Weatherization measures needed must be entered.

(2) Ensure Complete and Current Program Documentation

Required client file documentation is defined in the current LIHEA WAP and DOE contracts under Section 9. Record Keeping Requirements. Included is an updated Wall/Attic Inspection Form, Degradation Calculator, AC Replacement Calculator requiring actually metered amperage for LIHEAP and Attic Ventilation Calculator and International Residential Code (IRC) documentation of carbon monoxide air free (CO).

10 CFR § 440.21

(f) The energy audit procedures also must -

- (1) Compute the cost of fuel saved per year by taking into account the climatic data of the area where the [dwelling unit](#) is located, where the [base temperature](#) that determines the number of heating or [cooling degree days](#) (if used) reasonably approximates conditions when operation of heating and cooling equipment is required to maintain comfort, and must otherwise use reasonable energy estimating methods and assumptions;*
- (2) Determine existing energy use and energy requirements of the [dwelling unit](#) from actual energy bills or by generally accepted engineering calculations;*
- (3) Address significant heating and cooling needs;*
- (4) Make provision for the use of advanced diagnostic and assessment techniques which [DOE](#) has determined are consistent with sound engineering practices;*
- (5) Identify health and safety hazards to be abated with [DOE](#) funds in compliance with the [State's](#) DOE-approved health and safety procedures under [§ 440.16\(h\)](#);*

- (6) Treat the [dwelling unit](#) as a whole system by examining its heating and cooling system, its air exchange system, and its occupants' living habits and needs, and making necessary adjustments to the priority of [weatherization materials](#) with adequate documentation of the reasons for such an adjustment; and

10 TAC, Chapter 6, Subchapter D, Rule §6.08 and §6.416 (b).

(g) Energy Audit Procedures.

- (1) SIR for the Energy Audit procedures will determine the installation of allowable Weatherization measures. The Weatherization measures must result in energy cost savings over the lifetime of the measure(s), discounted to present value, that equal or exceed the cost of materials, and installation. An Energy Audit may consist of Incidental Repairs, Energy-Saving Measures (starting with Duct Sealing and Infiltration Reduction), and Health and Safety Measures. All Energy-Saving Measures must rank with an SIR of one or greater. The total Cumulative SIR, prior to Health and Safety measures, must be a one or greater in order to weatherize the dwelling unit.

SECTION 9. RECORD KEEPING REQUIREMENTS

CLIENT FILES. For each dwelling unit weatherized with funds received from LIHEAP WAP under this Contract, Subrecipient shall maintain complete client files at all times. Costs associated with incomplete files found at the time of program monitoring may be disallowed. Each file shall contain the following information, including the following Department forms found in the Community Affairs Division section of the Department's website at <http://www.tdhca.state.tx.us/community-affairs/wap/guidance.htm#forms>:

- (11) Signed and dated "Building Assessment" form, to include existing efficiencies of all heating and cooling appliances (Manual J and Manual S);
- (12) "Attic/Wall Inspection" form (local design allowed);
- (15) Refrigerator metering information;

International Residential Code

G2417.2 Test medium. The test medium shall be air, nitrogen, carbon dioxide or an inert gas. Oxygen shall not be used.

Required Corrective Action:

Moving forward CVCAA WAP must review, compare and update their NEAT/MHEA Setup Library to DOE Weatherization Assistant 8.9.0.5 [The National Energy Audit \(NEAT\) Engineering Manual \(Version 7\)](#) manual and [WPN 19-4-Attachments](#) revised measure lifetimes listed in Table 9.1 to ensure all audits result in energy cost savings over the lifetime of the measure(s), discounted to present value, that equal or exceed the cost of materials, and installation and include all required client file documentation in client file. Failure to update to current program rules and guidelines can result in questioned and/or disallowed costs.

CONCERN #3: Maintain Compliance with WPN 15-4 and 17-7

During DOE approved virtual inspection sample of three (3) DOE units revealed CVCAA WAP staff inconsistently conducted Quality Control Inspection ("QCI") final inspections. Specifically, D010tg019 did not have access or a working platform installed or have post combustion and CAZ testing for a gas furnace in the attic with R-38 blown fiberglass insulation installed as part of the work scope. Additionally, CVCAA staff inconsistently monitored ambient CO, performed gas leak or furnace heat rise testing.

DOE Weatherization Program Notice (WPN) 15-4

Every DOE WAP unit reported as a "completed unit" must receive a final inspection ensuring that all work meets the minimum specifications outlined in the SWS in accordance with 10 CFR 440.

DOE Weatherization Program Notice (WPN) 15-4

Code Compliance

- *Correction of preexisting code compliance issues is not an allowable cost unless triggered by weatherization measures being installed in a specific room or area of the home.*
- *When correction of preexisting code compliance issues is triggered and paid for with WAP funds, cite specific code requirements with reference to the weatherization measure(s) that triggered the code compliance issue in the client file.*
- *Follow State and local or AHJ codes while installing weatherization measures, including H&S measures.*

International Residential Code (IRC) 2015

Section E3405 Equipment Location and Clearances

E3405.1 Working space and clearances. *Access and working space shall be provided and maintained around all electrical equipment to permit ready and safe operation and maintenance of such equipment in accordance with this section and Figure E3405.1.*

E3405.2 Working clearances for energized equipment and panel boards. *Except as otherwise specified in Chapters 34 through 43, the dimension of the working space in the direction of access to panel boards and live parts of other equipment likely to require examination, adjustment, servicing or maintenance while energized shall be not less than 36 inches (914mm) in depth.*

Required Corrective Action:

Concho Valley Community Action Agency (CVCAA) must update their processes to perform and document all Quality Control Inspection ("QCI"), combustion and Combustion Appliance Zone (CAZ) test requirements. CVCAA is reminded all units must meet applicable 10 TAC guidelines, Standard Work Specification (SWS) and DOE units must also meet active Weatherization Program Notices otherwise expenditures could be questioned and/or disallowed.

General Observations:

During the case file review of DOE Contract No. 56190003126, LIHEAP Contract No. 81200003187, Department staff noted the following observations which do not require corrective action submitted to the Department:

Observation #1: No Measure Skipping with LIHEAP Priority List

Review of LIHEAP Priority Lists revealed CVCAA did not consistently document reasons a Major Measure was not addressed on the work scope prior to approving measures further down the list. Priority List instructions specifically state perform the Major Measures in order as they appear on the list and documentation must be provided if a Major Measure is not addressed, or end result is not achieved. End result included not meeting blower door targets and/or duct blaster targets that no longer have expenditure limitations (within reason). Additionally a subrecipient cannot perform any Secondary measures until all criteria for Major Measures have been adequately addressed. Moving forward, CVCAA must clearly document if a Major Measure is not installed and when end results such as a blower door/duct blaster target is not achieved to maintain LIHEAP compliance.

Observation #2: Ensure Complete Building Weatherization Report (BWR)

CVCAA needs to update to the newest version of the Building Weatherization Report (BWR) to include the water heater in the heating equipment and ensure the heating and cooling sections are completed for every unit weatherized. If unsure of an efficiency, an accompanying degradation calculator which proves replacement or not also provides the accurate efficiencies as well as the correct efficiency Type. Under the Weatherization Materials Installed should be listed in the order of the Priority List or when DOE funds are utilized by the SIR from the Recommend Measures from the NEAT/MHEA audit except for all Health & Safety measures. Completion assistance can be found on the Instructions tab.

Observation #3: Individual Draw Amounts did not Correspond to Client Payments

Testing of client files for HOME contract 1003053 showed that draws for activity 46338 did not reflect actual payment amounts. While the total amount of all three draws for activity 46338 matched the total amount for all payments made on behalf of that client, the individual draws did not reflect payment amounts. The total for all three draws accurately reflects the total payments made for activity 46338, therefore there is no variance. However, if this review had been conducted while the activity was in progress, there would have been an apparent discrepancy between draw amounts and payments made. Correspondence with Subrecipient personnel revealed that this was due to operator error and does not reflect the practices used by the Subrecipient.

Monitoring Scope:

The scope of the monitoring review covered contract activity from January 1, 2020 to present to determine if CSBG CARES, CEAP CARES, LIHEAP WAP, DOE and ESG funds were used to assist eligible households and whether those funds were expended in accordance with applicable federal and state regulations and contractual requirements. Department staff conducted the following steps:

- An in-depth review of the following:
 - Five (5) CSBG CARES client files
 - Four (4) CEAP CARES client files
 - Three (3) DOE Client files, three (3) virtual inspections
 - Seven (7) LIHEAP WAP client files, two (2) virtual inspections
 - Two (2) ESG CV1 draws
- A review of the financial records
- A review of match support documentation
- A review of the procurement bid packet
- A review of Personnel Policies & Procedures
- A review of Fiscal Policies & Procedures



Concho Valley Community Action Agency

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www.cvcaa.org

phone - 325-653-2411

fax - 325-658-3147



HOUSING REPORT

APRIL 2021

1. In April 2021, CVCAA processed \$110,293.44 in housing assistance.
2. Households Served - 66
3. Housing staff finished all training for ESG program implementation.
4. ESG payments began May 1st.
5. Outreach – In April 2021, CVCAA’s housing program served households in 10/11 service counties.
6. COVID TBRA final numbers – CVCAA is still waiting for its final TBRA applications to be processed, but tentatively CVCAA spent just around 10% of TDHCA’s total statewide allocation in the Concho Valley.
7. CVCAA was awarded \$500,000 for mortgage assistance. Currently awaiting final contracts & training. Anticipated start date July 2021.
8. Currently working to fill 3 social worker positions

Executive Director's Report
May 26, 2021

Assistance with water and wastewater bills has been funded at the federal level. This is a new program; however, it will closely mirror current utility assistance programs. TDHCA was me to serve on an advisory panel to develop guidelines for the implementation in Texas.

We currently have a rental assistance program. TDHCA has a similar program that is statewide in scope. I have attended webinars promoting TDHCA's version. I believe that our program, with its local touch, is superior to the state's.

I attended Concho Valley Homeless Planning Coalition Board and general membership meetings.

We secured additional space in the Cactus. The space is located on the mezzanine level (formerly, Texas Hunger Initiative).

The Texas Association of Community Action Agencies' annual meeting is taking place this month. I am participating in activities associated with the annual meeting, including meetings of the Executive Committee where I serve as the Urban Representative.

TDHCA hosted a quarterly call discussing CSBG, CEAP, and WAP.

Per CVCAA Financial Policies, "Any employee having access to payroll records or check signing authority is required to take off five (5) consecutive days per calendar year." I took off May 4 – 10.

TACAA Board of Directors is considering drafting a letter to TDHCA in support of developing a statewide client database. There are benefits to a statewide database; however, privacy is a concern.

A group of interested parties toured homeless facilities in Abilene. Currently, there is no active homeless shelter in San Angelo.

I attended my first meeting as a rural representative sitting on Texas Homeless Network's Community Investment Committee.

Final Volunteer Income Tax Assistance numbers: 1612 accepted returns; clients received \$1,053,038 in tax credits; clients from Coke, Concho, Crockett, Irion, Menard, Schleicher, Sterling, Sutton, and Tom Green were served. Nine of eleven counties. We'll aim for all eleven counties next year.

Staff update.