

- A. Call to Order & Declaration of a Quorum
- B. Action Items
1. Approval of Minutes: February 20, 2024, **page 2**
 2. Approve Private Sector Representative – Cooke County, **page 4**
 - Yvonne Sandmann
 3. Nomination for Secretary
- C. Program Reports
1. The Community Needs Assessment Survey Link: <https://www.surveymonkey.com/r/3JY3TCD>
 2. Diaper Bank Transition from TCOG to the United Way
 3. Utility Assistance
 - Undergoing review by Texas Department of Housing and Community Affairs (TDHCA) due to finding in TCOG's audit last fiscal year, **page 5**
 4. Weatherization
 - Annual monitoring of program by the Texas Department of Housing and Community Affairs, **page 7**
 5. Council vacancies
 - Public Sector – Allen Sanderson, Bonham City Council
 - Private Sector – Jason Myers – PRESCO
- D. Financial Report Card, **page 11**
- E. Remaining meeting dates
Tuesday, June 18, 2024
Tuesday, August 20, 2024
Tuesday, October 15, 2024
- F. Adjourn

KEY:

CEAP: Comprehensive Energy Assistance Program

CSBG: Community Services Block Grant

LIHWAP: Low-Income Housing Water Assistance Program

LIHEAP: Low-Income Housing Energy Assistance Program

DOE: Department of Energy

DOE-BIL: Department of Energy-Bipartisan Infrastructure Law

WAP: Weatherization Assistance Program

TACAA: Texas Association of Community Action Agencies

TDHCA: Texas Department of Housing and Community Affairs

*Please note that pursuant to [Section 551.127 of the Texas Government Code](#), a videoconference/Zoom option will be available. **IMPORTANT:** Under the provisions of Section 551.127, Community Services Advisory Council members (and TCOG staff) may participate remotely by means of videoconference call **ONLY** if the **video AND audio** of the member's participation is broadcast live at the meeting. Therefore, any council member (and TCOG staff) participating in the meeting via Zoom **MUST** have and **MUST** maintain **both audio and video** capabilities for the entire duration of the meeting. Any disruption to either at any point during the meeting will result in that Member being considered absent from that portion of the meeting. The above agenda is posted at www.tcog.com as well as the Texoma Council of Governments offices in a place readily accessible to the public on April 9, 2024.

BOARD MEETING MINUTES	DATE: FEBRUARY 20, 2024
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MEETING CALLED TO ORDER BY:	Wendy Vellotti, Chair, called the meeting to order at 10:13am Quorum was established with 4 members. There are three vacancies at present (1 public sector, and 2 private sector)		
TYPE OF MEETING	Regular	QUORUM MET:	Yes
BOARD MEMBER ATTENDEES	Private Sector: Lani Johnston Poverty Sector: Kim Starret Public Sector: Debra Thompson, Wendy Vellotti		
BOARD MEMBERS ABSENT	Poverty Sector: Angela Williams, Marsha Gaddis		
STAFF ATTENDEES	Judy Fullylove, Energy Services Director Bobbie Gail, CSBG Caseworker		
GUEST ATTENDEES	None		

Agenda Topics

TOPIC 1:	Approval of Minutes from September 19, 2023	PRESENTER	Wendy Vellotti, Chair		
DISCUSSION	The Chair asked for council members to review minutes for corrections.				
CONCLUSIONS	There were no corrections presented by council members. The Chair asked for a motion to approve the minutes as presented.				
ACTION		PERSON RESPONSIBLE	OUTCOME		
A motion was made to approve the minutes from September 19, 2023		Lani Johnston	YEA: 4	NAY: 0	ABSTAIN: 0
The motion was seconded.		Kim Starrett			
TOPIC 2:	Replacing council members	PRESENTER	Judy Fullylove, Energy Services Director		
DISCUSSION	Judy Fullylove requested permission from the council to find nominees to fill vacant positions.				
CONCLUSIONS	There are three vacancies at present (1 public sector, and 2 private sector)				
ACTION		PERSON RESPONSIBLE	OUTCOME		
The motion was made to permit Ms. Fullylove to proceed to find replacements to fill council positions.		Lani Johnston	Yea: 4	Nay: 0	Abstain: 0
The motion was seconded.		Debbie Thompson			
TOPIC 3:	Proposed 2024 Meeting Dates	PRESENTER	Wendy Vellotti		
DISCUSSION	Chair Vellotti did no bring this item to a vote but instead encouraged all members to place the meeting dates on their calenders.				
CONCLUSIONS					
ACTION		PERSON RESPONSIBLE	OUTCOME		
			Yea: 0	Nay: 0	Abstain: 0

BOARD MEETING MINUTES		DATE: FEBRUARY 20, 2024		
MEETING CALLED TO ORDER BY:	Wendy Vellotti, Chair, called the meeting to order at 10:13am Quorum was established with 4 members. There are three vacancies at present (1 public sector, and 2 private sector)			
TOPIC 4:	NA	PRESENTER		
DISCUSSION				
CONCLUSIONS				
ACTION	PERSON RESPONSIBLE	OUTCOME		
		Yea:	Nay:	Abstain:
			0	0
BOARD CHAIR SIGNATURE:		BOARD SECRETARY SIGNATURE:		
Wendy Vellotti, Chair		Recorded by Judy Fullylove		

1. Fullylove began her report giving thanks to Julie Craig, member/secretary for serving on the council for 2 terms. She also thanked Tim LaVergne.
2. Judy Fullylove, presented the results of the Utility Assistance Survey. The survey was sent via email to UA customers that received assistance in 2023. Approximately 1323 customers received the survey with 247 respondents. Customers were mostly pleased with the service received in 2023. The Council encouraged Fullylove to include additional demographics to the next survey.
3. Fullylove engaged members in a discussion of the Community Needs Assessment, mentioning that she will need their help with gathering information for the next one that is due for submission for 2025. Members reviewed the needs identified in the most current assessment. Fullylove asked why is "food insecurity" still a need when there are so many food pantries throughout the region at churches, schools and independent sites?

The council members said that food insecurity is linked to a lack of transportation. Households without cars either cannot access sites or find rides to food pantries.

4. Finally, Fullylove presented the December 2023 financial scorecard to the council. She explained that all Energy Programs completed the year without any financial concerns.

CSAC Application of Interest



Contact Information

Name	Yvonne Sandmann
Street Address	1525 W. California St.
City ST ZIP Code	Gainesville, TX 76240
Home Phone	940-736-7268
Work Phone	940-668-3300
E-Mail Address	ysandmann@nctc.edu

Availability

Are you available to attend CSAC meetings five to six (5 - 6) times a year during the weekday?

Yes No

Statement of Interest

I am interested in serving on the Community Services Advisory Council because (please print).

This would be my second time to serve on the Council. I want to be able to help those in in Cooke County know the resources available. Particularly the students and parents of the community who send their child to college. We serve thousands of students in surrounding counties who would benifiet greatly from extra knowledge.

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Yvonne Sandmann
Signature	
Date	3/18/24

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in serving on the Community Services Advisory Council.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.texas.gov

Greg Abbott
GOVERNOR

BOARD MEMBERS
Leo Vasquez, *Chair*
Kenny Marchant, *Vice Chair*
Cindy Conroy, *Member*
Anna Maria Farias, *Member*
Holland Harper, *Member*
Ajay Thomas, *Member*

April 4, 2024

512-475-4608
earnest.hunt@tdhca.texas.gov

Mr. Eric Bridges
Executive Director
Texoma Council of Governments
1117 Gallagher Dr.
Sherman, Texas 75090
ebridges@texoma.cog.tx.us

RE: MANAGEMENT DECISION FOR SINGLE AUDIT REPORT
FISCAL YEAR END 4/30/2023 FOLLOW UP REQUIRED

Dear Mr. Bridges:

On March 25, 2024, the Texas Department of Housing and Community Affairs (the "Department") conducted a desk review of the Single Audit referenced above.

The review was limited to an examination of the audit report and related reports on compliance and internal controls. We did not examine the audit work papers nor did we evaluate the adequacy of the audit work performed. Our limited review indicates that the audit report meets the reporting requirements of 2 CFR 200 and the State Single Audit Circular.

However, the Schedule of Findings and Questioned Costs includes a finding that requires further follow up. The Department requests verification by May 4, 2024 of the following:

2023-001 Eligibility

The forty (40) client files reviewed, revealed eight (8) files containing inaccurate income determinations based on 10 TAC Rule §6.4 requirements. During the review two (2) files contained inaccurate income determinations that negatively impacted client eligibility and the amount of benefits received. This resulted in questioned costs.

Recommendation of independent auditor: Management must update their income determination process ensuring that income calculations are calculated according to program rules and that it maintains awareness of specific program updates or changes. TCOG staff must comply with the program updates and/or changes and if necessary, request training from the Department's Community Affairs Division's training section.

The Department requests eligibility support documentation for the eight (8) questioned files sampled by the auditor. Review results of files may require further follow-up.



If the Texoma Council of Governments applies for additional funding from the Department a Previous Participation review will be conducted. The findings noted in the Single Audit and Plan of Corrective Action will be taken into consideration and reported to the Department's Executive Award Review Advisory Committee ("EARAC"). In accordance with 10 TAC §1.403(i) if there is anything else you would like EARAC to take into consideration please submit your written comments to the Department within five business days from the date of this letter.

If the Texoma Council of Governments disagrees with the auditor's finding(s), and the issue is related to the administration of one of the Department's programs, an appeal process is available to provide an opportunity to explain the disagreement. Please refer to 10 TAC §1.403 (j) for the process to follow.

If you have any questions or need additional information, please contact me. I can be reached at (512) 475-4608 or by email at earnest.hunt@tdhca.texas.gov.

Sincerely,



Earnest Hunt
Director of Compliance Subrecipient Monitoring

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cc: Michael DeYoung, Director of Community Affairs
Kevin Glienke, Manager of Training and Technical Assistance for Community Affairs
Gavin Reid, Manager of Planning for Community Affairs



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.texas.gov

Greg Abbott
GOVERNOR

BOARD MEMBERS
eo Vasquez, *Chair*
Kenny Marchant, *Vice Chair*
Anna Maria Fariás, Member
Holland Harper, Member
Ajay Thomas, Member

March 11, 2024

Eric Bridges
Executive Director
Texoma Council of Governments
Sherman, TX
Email: ebridges@texoma.cog.tx.us

RE: ANNOUNCEMENT OF SCHEDULED ONSITE MONITORING REVIEW
DOE_BIL CONTRACT No. 55220004065, DOE CONTRACT No. 56230004087
LIHEAP CONTRACT No. 81230003888

Dear Mr. Bridges:

The Texas Department of Housing and Community Affairs (the Department) will conduct an on-site monitoring review of the above-referenced contracts on May 13, 2024. The review is anticipated to conclude on May 16, 2024. The review is being conducted to ascertain compliance with the requirements of the DOE BIL, DOE and LIHEAP program.

The Department will utilize this monitoring review to determine the effectiveness of **Texoma Council of Governments** performance and program compliance. In order to determine compliance with allowable activities, program monitors may be required to extend the monitoring review to programs not noted in this letter.

Attached is a list of specific documentation that must be submitted to the Department for review no later than **March 29, 2024**. The Department will request additional support documentation of the expenditures and client files.

The results of the desk review will be communicated upon completion. Please note the results of the review does not exempt **Texoma Council of Governments** from being selected for an on-site monitoring visit in the future. If you have any questions or concerns regarding this review, please feel free to contact me at 512-475-3949 or via email at ben.rose@tdhca.state.tx.us.

Sincerely,

Benjamin Rose

Benjamin Rose
Compliance Monitor

BR

cc: Michael De Young, Director of Community Affairs

Texas Department of Housing & Community Affairs
Requested Items for Onsite Review

Copies of the following documents must be submitted to the Department by March 29, 2024.

*Assure that all documents are submitted. Please note that the documents requested do not have to be submitted in the order listed; but should be submitted in one package and not piecemeal. [*This is not an all inclusive list, additional documents may be requested](#)*

I. DOE BIL / DOE / LIHEAP - Financial Review Section

- A. Statement of Revenues and Expenses, detailed General Ledgers & reconciliations **(monthly and year-to-date)** for the following months:

Note: General ledgers are must be submitted by **March 22, 2024.** A selection of expenditures will be requested for testing.

- a) DOE_BIL Contract No. **55220004065 – December 2023**
- b) DOE Contract No. **56230004087 – January 2024**
- c) LIHEAP Contract No. **81230003888 – January 2024**

- B. Chart of Accounts
- C. Cost Allocation Plan and/or Indirect Cost Rate (provide cognizant approval)
- D. Financial Policies & Procedures
 - a) To include credit card policy, internal controls and bank signature card(s)
- E. Bank statements for selected expenditures

II. DOE BIL / DOE / LIHEAP - General

- A. Personnel Policies & Procedures
- B. Organizational Chart
- C. Travel Policies & Procedures
- D. Proof of active Directors & Officers Insurance OR Fidelity Bond **[For WAP Only]**
- E. Proof of active General Liability Insurance **[For WAP Only]**
 - a) If premium is allocated across other grants, provided cost allocation methodology
- F. Proof of active Pollution Occurrence Insurance **[For WAP Only]**
 - a) If premium is allocated across other grants, provided cost allocation methodology

III. DOE BIL / DOE / LIHEAP - Procurement

- A. Procurement Policies & Procedures
- B. Documentation of procurement process for current year.
 - a) RFPs, RPQs, Specifications, Advertisements, all bids, scoring sheets, cost analysis, etc
- C. Contracts entered into, any amendments and/or addendums in **PY23** for either program

IV. DOE BIL / DOE / LIHEAP - Property Management

- A. Last Inventory Report submitted to the Department
- B. Listing of any equipment/vehicles and/or program inventory purchased in part or in whole with **DOE BIL / DOE / LIHEAP** funds

V. DOE BIL / DOE / LIHEAP - Performance & Client Files

- A. Declaration of Income Policies and Procedures
- B. Denial and Appeals Procedures
- C. Lead Safe documentation for the agency, staff & WAP contractors
- D. Copy of education materials provided to clients
- E. WAP Material Specifications (if these are not available electronically will review onsite)
- F. Listing of clients assisted with **PY23** DOE BIL, DOE & LIHEAP that will be completed through **March**

Note: Client listing must be submitted by March 22, 2024. A selection of client files will be requested for testing.

- a) List should include:
 - i) Client ID
 - ii) Client address, zip code and county
 - iii) Fund source(s) used on the unit
 - iv) Utility type (gas or electric)
 - v) Unit type (single family, multifamily, shelter, etc.)
 - vi) Housing type (site built or mobile home)
- G. Months requested – upload five (5) WAP denial client files from **PY23**

Instructions to Access the TDHCA File Transfer System

An account has been set up on the Department's secure site, for your organization to transfer (upload) the requested information. This file transfer system will protect the information within each file transferred and ensure client confidentiality.

1. Please utilize this link to access the secure site: <https://cm-files.tdhca.state.tx.us/> and follow the directions below.
2. The user ID/Login IDs for uploading Financial Documents & Programmatic Documents is: **TCOG**
3. Enter one of the User ID/Login IDs then Select "**Recover Password**"
4. After the Recover Password has been selected, an email containing the password to access the site will be sent to: **jfullylove@tcog.com** for the **TCOG** username.
5. After receipt of the email containing the password, return to the secure site and Login with the respective User Id and Password. (*Please note the Password is case sensitive*)

You may now access the site and upload the documents.

To assist in the organization of the documents being transferred (uploaded), the Department recommends that each file name contains a general reference of the information being provided.

Examples:

"Program Staff" for the Program Staff Roster request,

-OR-

"7-2014 GL 5611" for the July Expanded General Ledger request for contract #12341234123

If you have any questions related to the Department's File Transfer System, please do not hesitate to contact the Monitor referenced on the Monitoring Announcement letter.

STATUS AS OF: FEBRUARY 2024

CFDA	PROGRAM	Federal Revenue	State Revenue	Local Revenue	In-Kind	Total Cash Revenue	Performance Period		Period Length (Months)	Months into Period	\$ Expended (Target)	% Expended (Target)	\$ Expended (Actual)	% Expended (Actual)	\$ Remaining for Expenditure	% Difference (Actual / Target)	Notes
93.568	CEAP	\$ 4,808,329				\$ 4,808,329	1/1/2024	12/31/2024	12	2	\$ 801,388	16.67%	\$ 1,349,414	28.06%	\$ 3,458,915.23	11.40%	INCREASING THE AMOUNT BY \$1,924,851
93.568	CEAP SUPPLEMENTAL	\$ 1,299,412				\$ 1,299,412	1/1/2023	3/31/2024	15	14	\$ 1,212,785	93.33%	\$ 1,298,926	99.96%	\$ 486.17	6.63%	CONTRACT COMPLETE
93.568	CEAP SUPPLEMENTAL	\$ 257,461				\$ 257,461	1/1/2024	12/31/2024	12	2	\$ 42,910	16.67%	\$ -	0.00%	\$ 257,461.00	-16.67%	HAVE TO SPEND THE REG CEAP FIRST
93.569	CSBG	\$ 252,248				\$ 252,248	1/1/2024	3/31/2024	3	2	\$ 168,165	66.67%	\$ 248,153	98.38%	\$ 4,094.61	31.71%	WILL COMPLETE NEXT MONTH
93.569	CSBG	\$ 252,248				\$ 252,248	1/1/2023	12/31/2023	12	14	\$ 294,289	116.67%	\$ -	0.00%	\$ 252,248.00	-116.67%	WILL START SPENDING IN MARCH
93.568	LIHEAP	\$ 850,922				\$ 850,922	1/1/2023	3/31/2024	15	14	\$ 794,194	93.33%	\$ 846,786	99.51%	\$ 4,135.56	6.18%	WILL COMPLETE NEXT MONTH
93.568	LIHEAP	\$ 584,433				\$ 584,433	1/1/2024	12/31/2024	12	2	\$ 97,406	16.67%	\$ 65,053	11.13%	\$ 519,380.22	-5.54%	ON TRACK
81.042	DOE	\$ 564,178				\$ 564,178	7/1/2023	6/30/2024	12	8	\$ 376,119	66.67%	\$ 186,499	33.06%	\$ 377,679.37	-33.61%	ON TRACK
81.042	DOE BIL	\$ 1,558,047				\$ 1,558,047	7/1/2023	6/30/2025	24	8	\$ 519,349	33.33%	\$ 65,018	4.17%	\$ 1,493,029.39	-29.16%	ON TRACK
Total		\$ 10,427,278	\$ -	\$ 170,551	\$ -	\$ 10,597,829					\$ 96,280		\$ 4,059,848		\$ 6,537,980		