

1. Call to Order & Declaration of a Quorum
2. Approval of Minutes: February 18, 2025 – Page 2
3. 2025 Meeting Dates
 - Tuesday, June 17, 2025
 - Tuesday, August 19, 2025
 - Tuesday, October 21, 2025
 - Tuesday, December 9, 2025 (if needed)
4. Action Items
 1. Approve Fannin County Private Sector Candidate, Julie Craig – Page 4
5. Program Reports
 1. Case Management Report – Ruby, Zoghbi, CSBG Case Manager
 2. Program Report – Judy Fullylove, Energy Services Director
 - Federal Funding update – CSBG, DOE, and Contracts with HHSC (LIHEAP)
 - Posting Draft of Poverty Sector Representative Announcement in Cooke Co
 - Monitoring of all Energy Services Programs by Texas Department of Housing and Community Affairs
 - Project with FC Texoma
 - Texas State Conference – April 29 – May 2, 2025 in Corpus Christi
3. Financial Report Card – Page 12
6. Adjourn

KEY:

CEAP: Comprehensive Energy Assistance Program

CSBG: Community Services Block Grant

LIHEAP: Low-Income Housing Energy Assistance Program

DOE: Department of Energy

DOE-BIL: Department of Energy-Bipartisan Infrastructure Law

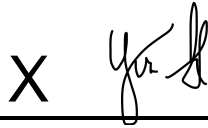
WAP: Weatherization Assistance Program

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, 2025.

BOARD MEETING MINUTES		DATE: FEBRUARY 18, 2025		
MEETING CALLED TO ORDER BY:	Meeting was called to order at: 10:12am			
TYPE OF MEETING	Regular	QUORUM MET:	Yes @ 10:12am	
BOARD MEMBER ATTENDEES	Private Sector: Yvonne Sandmann, Poverty Sector: Marsha Gaddis, Kim Starrett Public Sector: Wendy Velotti			
BOARD MEMBERS ABSENT	Private Sector: Position Vacant Poverty Sector: Position Vacant Public Sector: Debbv Thompson, Allen Sanderson			
STAFF ATTENDEES	Judy Fullylove, Energy Services Director Ruby Zoghbi, CSBG Caseworker			
GUEST ATTENDEES	None			
Agenda Topics				
TOPIC 1:	Approval of minutes from August 20, 2024	PRESENTER	Wendy Vellotti, Chair	
DISCUSSION	None			
CONCLUSIONS				
ACTION		PERSON RESPONSIBLE	OUTCOME	
Motion to approve.		Kim Starrett	YEA: 4	NAY: 0
Motion seconded.		Marsha Gaddis	ABSTAIN: 0	
TOPIC 2:	Action Items 1	PRESENTER	Wendy Vellotti, Chair and Judy Fullylove	
DISCUSSION	Approve Energy Services Director to solicit nominations for Open Council Positions for: Cooke County Poverty Sector – Angela Williams resigned due to health issues & Fannin County Private Sector – Lani Johnston violated attendance policy.			
CONCLUSIONS	Energy Services Director will post the Cooke Co position for poverty sector as stated in bylaws.			
ACTION		PERSON RESPONSIBLE	OUTCOME	
Motion to approve		Yvonne Sandmann	Yea: 4	Nay: 0
Motion seconded		Marsha Gaddis	Abstain: 0	
TOPIC 3:	Election of Co-Chair	PRESENTER	Judy Fullylove	
DISCUSSION	Tabled until next meeting..			
CONCLUSIONS	The Chair would like to replace vacant position before filling co-chair position			
ACTION		PERSON RESPONSIBLE	OUTCOME	
Motion to approve		Yvonne Sandmann	Yea: 4	Nay: 0
Motion seconded		Marsha Gaddis	Abstain: 0	

BOARD MEETING MINUTES		DATE: FEBRUARY 18, 2025		
MEETING CALLED TO ORDER BY:		Meeting was called to order at: 10:12am		
TOPIC 4:		NA		PRESENTER
DISCUSSION				
CONCLUSIONS				
ACTION		PERSON RESPONSIBLE	OUTCOME	
			Yea:	Nay:
			0	Abstain:
			0	0
<p>Eric Bridges, Executive Director gave a funding update to the Council. He had received inquiries from various council and board members about federal funding that TCOG receives and how the funding affected operations since the installment of the new Presidential administration.</p> <p>Ruby Zoghbi, CSBG Caseworker provided a detailed report of assistance given to clients since the beginning of 2025. Assistance was given to qualified clients in a number of services ranging from: tuition, rent, water bill, and car repairs. She also shared the number of clients that were denied services due to being over-income. Her report is part of the agenda packet.</p> <p>Judy Fullylove, Energy Services Director gave a report on service delivery in Utility Assistance, Weatherization and CSBG for 2024 for the Cooke, Fannin, and Grayson counties. Her report is part of the agenda packet.</p> <p>Meeting adjourned at 11:14am.</p>				
BOARD CHAIR SIGNATURE:		BOARD SECRETARY SIGNATURE:		
		 <hr/> Yvonne Sandmann Board Secretary		

CSAC Application of Interest



Contact Information

Name	Julie Craig
Street Address	1102 Walnut St.
City ST ZIP Code	Honey Grove, TX 75446
Home Phone	903-640-3173 (cell)
Work Phone	903-957-7408
E-Mail Address	Julie.craig@wfstexoma.org (work) or juliebhc@hotmail.com (personal)

Availability

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

X Yes No

Statement of Interest

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

As a potential private sector representative, I believe I can assist the CSAC by sharing general rural Fannin County information, as I have been a resident of Honey Grove since 1994. I may be able to share knowledge about growth that the county could be experiencing and information on struggles that remain.

While I am not as tied to the social services arena in Fannin County as I used to be, I still have many friends and contacts within the community.

Additionally, through my work as the Child Care Contracts Manager for Workforce Solutions Texoma, I believe I have insight that I can offer to the Council on serving low-income families. In this position, my primary responsibility is overseeing the Child Care Services (CCS) program that assists low-income families within the child care scholarship program. I know a lot about the CCS program, but I also have general knowledge about all Workforce Center programs dedicated to helping the community find, maintain and update employment and educational levels.

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)	Julie Craig
Signature	
Date	3/24/25

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.

CONFLICT OF INTEREST POLICY for Community Services Advisory Council

An officer* of TCOG will neither have financial interests in the profits of any contract, service, or other work performed for TCOG nor derive personal profit directly or indirectly from any contract, purchase, sale, or service between TCOG and any person or company.

Officers and Employees

An officer or employee may not:

1. Solicit, accept, or agree to accept a financial benefit, other than from TCOG, that might reasonably tend to influence his/her performance of duties for TCOG or that he/she knows or should know is offered with intent to influence the employee's performance;
2. Accept employment or compensation that might reasonably induce him/her to disclose confidential information acquired in the performance of official duties;
3. Accept outside employment or compensation that might reasonably tend to impair independence of judgment in performance of duties for TCOG;
4. Make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for TCOG;
5. Solicit or accept or agree to accept a financial benefit from another person in exchange for having performed duties as a TCOG employee in favor of that person.

Contracts

Specifically, with reference to contracts, no officer or employee of TCOG who exercises any functions or responsibilities in the review or approval of an undertaking or the carrying out of one of TCOG's contracts shall participate in any decision relating to that contract if the decision affects his/her personal pecuniary interest.

*An officer can be an Advisory Council Member.

I have received and read the Conflict of Interest Policy

Julie King

CSAC Member Signature

3/24/25

Date

DRAFT ONLY - PENDING APPROVAL OF MEETING SPACE
NOTICE OF PUBLIC ELECTION

Texoma Council of Governments will conduct a public election for a low-income representative from **COOKE COUNTY** to serve on the Community Services Advisory Council.

The public election will be held at:

COOKE COUNTY LIBRARY
200 S. Weaver
Gainesville, TX 76240
Wednesday, May 7, 2025 at 11:30am

The **primary function** of the Community Services Advisory Council is to participate in the **development, planning, implementation and evaluation** of programs designed to serve low-income communities.

Eligible candidates must reside in **COOKE COUNTY**, and receive social services such as but not limited to: utility assistance, food stamps, food pantries, public housing or rental assistance.

An application and council duties can be obtained by contacting Judy Fullylove, Energy Services Director at 903-813-3537 or by email jfullylove@tcog.com.

Applications must be received by Friday, May 2, 2025.

Eligible candidates will be placed on a ballot and will be elected by a simple majority of those attending the election at the appointed time and location referenced above.

Interested parties are encouraged to attend and participate. Persons with disabilities who plan to attend the public election and who may need auxiliary aids or services are requested to contact Judy Fullylove, 903-813-3537 two (2) weekdays prior to the election to ensure appropriate arrangements are made.

Judy E. Fullylove

Energy Services Director



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 Fariás, Member
Holland Harper, Member
Ajay Thomas, Member

March 18, 2025

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

RE: ANNOUNCEMENT OF SCHEDULED *ON-SITE* MONITORING REVIEW
CEAP CONTRACT No. 58940004185, CEAP CONTRACT No. 58240004037, CSBG CONTRACT No. 61240004150,
CSBG DISC CONTRACT No. 61240004326, DOE CONTRACT No. 56240004276, DOE BIL CONTRACT No.
55220004065, LIHEAP CONTRACT No. 81240004113

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 beginning **April 27, 2025** and conclude on **May 1, 2025**. The review is being conducted to ascertain compliance with the requirements of the CEAP, CSBG, CSBG DISC, DOE, DOE BIL and LIHEAP programs.

Please ensure that all persons involved in the administration of the program are available to answer any questions that may arise during the review. The on-site will include a review of programmatic and financial requirements related to the contracts.

Attached, in Section I, is a list of specific documentation that must be submitted to the Department for review no later than **March 26, 2025**. Additionally, provided in Section II, is a list of specific documentation that must be submitted no later than **April 11, 2025**. Please note that additional documentation may be requested prior to and during the review.

Unfortunately, the Department is not able to reschedule or postpone monitoring visits. If you have any questions or concerns regarding this visit, please feel free to contact me via email at greg.reed@tdhca.texas.gov.

Sincerely,
Greg Reed
Subrecipient Monitor

glr
cc: Michael De Young, Director of Community Affairs
Community Affairs Training & Technical Assistance, Stephen Jung, Manager of Multifamily Weatherization, Doug Misenheimer

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

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**

Notify your TDHCA Compliance Monitor when documentation is submitted.

SECTION I

Copies of the following documents must be submitted to the Department by **March 26, 2025**.

1. CEAP / CSBG / DOE / DOE BIL / LIHEAP - Financial Review Section

- a. Expanded General Ledgers and Statement of Revenues and Expenditures detailing expenditures for the selected months for each contract listed below and year to date expenditures for each listed contract. All account codes must be included to allow identification of administrative versus program support costs. Please submit this documentation as an **Excel File** with complete entries for all cells.

CEAP Contract No. 58940004185 – **December 2024**

CEAP Contract No. 58240004037 – **January 2025**

CSBG Contract No. 61240004150 – **November 2024**

CSBG DISC Contract No. 61240004326 – **January 2025**

DOE Contract No. 56240004276– **November 2024**

DOE BIL Contract No. 55220004065 – **November 2024**

LIHEAP Contract No. 81240004113 – **November 2024**

- b. Chart of Accounts
- c. Cost Allocation Plan and/or Indirect Cost Rate (provide cognizant approval)
- (1) Allocation percentage calculations used for the months being tested.
- (2) Internal reports supporting data used to determine these percentages.
- d. Financial Policies & Procedures to include credit card policy, internal controls and bank signature card(s)

2. Listing of DOE / DOE WRF / DOE BIL and LIHEAP WAP clients assisted with funding from the contract listed in #1 above.

List should include DOE & LIHEAP that will be completed through **February 2025 MER's**.

- a. Client ID,
- b. Client address, city, zip code and county,
- c. Fund source(s) used on the unit,
- d. Utility type (gas or electric),
- e. Unit type (single family, multifamily, shelter, etc.),
- f. Housing type (site built or mobile home),
- g. Date final inspection performed.

Note: Selections will be made from #1 and #2, returned to the Subrecipient requesting specific support documentation for specific selections to be submitted to the Department.

Section II

Copies of the following documents must be submitted to the Department by **April 11, 2025**.

1. CEAP / CSBG / CSBG DISC / DOE / DOE BIL / LIHEAP – Financials

- a. General Ledgers or Statement of Revenues and Expenditures for Year to Date (*beginning of the contract through month tested*) expenditures for each listed contract in Section I.
- b. Cost Allocation Plan and/or Indirect Cost Rate (provide cognizant approval)
 - (1) Allocation percentage calculations used for the months being tested.
 - (2) Internal reports supporting data used to determine these percentages.
- c. Financial Policies & Procedures to include credit card policy, internal controls and bank signature card(s)

2. CEAP / CSBG / CSBG DISC / DOE / DOE BIL / LIHEAP - General

- a. Personnel Policies & Procedures
- b. Organizational Chart
- c. Travel Policies & Procedures
- d. Proof of active Directors & Officers Insurance OR Fidelity Bond
- e. Proof of active General Liability Insurance a)
 - (1) If premium is allocated across other grants, provided cost allocation methodology.
- f. Proof of active Pollution Occurrence Insurance
 - (1) If premium is allocated across other grants, provided cost allocation methodology.
- g. **PY2024** Final T&TA Tracking Form (DOE/LIHEAP)
- h. **PY2024** T&TA Tracking Form (DOE/LIHEAP)
- i. **PY2024** Certification Tracker (DOE/LIHEAP)

3. CEAP / CSBG / CSBG DISC / DOE / DOE BIL / LIHEAP - Procurement

- a. Procurement Policies & Procedures,
- b. Documentation for procurements conducted that affect costs for **PY2024** contracts being monitored,
 - (1) List of type of goods or services, method of procurement, RFPs, RPQs, Specifications, Advertisements, all bids, scoring sheets, required price cost analysis for all procurements, etc.,
- c. Contracts / contract amendments and/or contract addendums affecting costs for **PY2024** contracts being monitored.
- d. System for Award Management (SAM)

4. CEAP / CSBG / DOE / DOE BIL / LIHEAP - Property Management

- a. Last Inventory Report submitted to the Department for each program,
- b. Listing of all equipment/vehicles and/or program inventory purchased in part or in whole with CSBG / CEAP / DOE / LIHEAP funds separately.

5. CEAP - Performance & Client Files (upload each file separately listed by type and client file number)

- a. If adequate files are available, provide the following:
 - (1) 5 Utility Assistance Files (for each contract 58240004034 and 58940004182),
 - (2) 5 Heating / cooling component client files
 - (3) 5 Household Crisis client files

Note: If some categories above are not available, ensure a total of 15 client files are uploaded.
- b. 5 Client File Denials (*if applicable*),
- c. 3 Client Appeals (*if applicable*),
- d. **PY2024** Vendor Agreements (please notify if not available electronically, will review onsite).

- e. Referral Process,
- f. Denial and Appeals Procedures,
- g. Service Delivery Plan for **PY2024**.

6. CSBG – Board

- a. Board Roster,
 - (1) Please identify each member sector, term length, & date seated,
 - (2) Please add their representative *(if applicable)*,
- b. Election/Selection Materials for each member,
- c. Last 6 meeting board packets; at minimum include time stamped agenda & minutes,
- d. Board Bylaws,
- e. Attendance records,
- f. Training Certificates for all members,
 - (1) Open Meetings,
 - (2) Public Information.

7. CSBG - Performance & Client Files (upload each file separately listed by type and client file number)

- a. 5 Case Management Client Files Transitioned Out of Poverty,
- b. 5 Emergency Assistance Client Files,
- c. 5 Client file denials *(if applicable)*,
- d. Procedures for the use of the Declaration of Income,
- e. Denial and Appeals Procedures,
- f. Client satisfaction surveys for selected files,
- g. Documented process and results of annual determination of effectiveness of case management services and identified strategies for improvement.

8. DOE / DOE BIL / LIHEAP – Performance & Client Files

- a. Declaration of Income Policies and Procedures,
- b. Denial and Appeals Procedures,
- c. Lead Safe documentation as an agency, agency staff & WAP contractors,
- d. Copy of education materials provided to clients,
- e. WAP Material Specifications (please notify me if not available electronically, will review onsite),
- f. Upload five (5) WAP denial client files from **PY2024**.

Notify Compliance Monitor when documentation is submitted.
SEE TDHCA FILE TRANSFER SYSTEM INSTRUCTIONS ON FOLLOWING PAGE

From: [Regina Robinson](#)
To: [Judy Fullylove](#)
Subject: Re: FC Pitches Poverty Levels for Project Planning
Date: Friday, March 14, 2025 9:23:43 AM
Attachments: [inky-injection-inliner-6f42d488d348cfdc86bff9497caf9f6a.png](#)
[inky-injection-inliner-a477f90daa4143497187aead7fa8e3b3.png](#)



External (regina@texomafc.com)



[Report This Email](#)

Judy,

Thank you for sharing this valuable information with me. Your timing is impeccable, I was able to share this important information in a meeting earlier this week.

As we progress in our minipitch initiative, I will be in contact to share with you the success which you have contributed to!

Blessings,
Regina

On Thu, Mar 6, 2025 at 5:05 PM Judy Fullylove <jfullylove@texoma.cog.tx.us> wrote:

Good afternoon Regina,

I hope this email finds you well.

I wanted to share some important points from a recent document I reviewed regarding poverty levels in our target area. Here are the key details:

1. Poverty Levels by Tract (ACS 2019-23):

- o Over 13.0%
- o 9.1 - 13.0%
- o 5.1 - 9.0%
- o Under 5.1%

2. Highest Poverty Level Area:

- o The area south of Highway 56 to FM Road 1417 has the highest poverty level at 13%.

3. Map Source:

- o The map and additional details can be accessed at:
<https://cap.engagementnetwork.org/cap-map-room/> (dated 3/4/2025).

Based on the information provided, you should consider placing soccer pitches in the area south of Highway 56 to FM Road 1417, as this location has the highest poverty level at 13%. This would help serve the low-income neighborhood effectively.

Let me know if you would like to discuss further.

Best regards,

Judy Fullylove,

STATUS AS OF: FEBRUARY 2025

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	\$ 4,831,838				\$ 4,831,838	1/1/2025	12/31/2025	12	2	\$ 805,306	16.67%	\$ 1,240,318	25.67%	\$ 3,591,520.32	9.00%	ON TRACK, ALL FUNDS OBLIGATED
93.568	CEAP SUPPLEMENTAL	\$ 236,190				\$ 236,190	1/1/2025	12/31/2025	12	2	\$ 39,365	16.67%	\$ -	0.00%	\$ 236,190.00	-16.67%	ON TRACK. NEED TO SPEND CEAP 2025 FIRST
93.569	CSBG 2024	\$ 242,515				\$ 242,515	1/1/2024	3/31/2025	15	14	\$ 226,347	93.33%	\$ 197,401	81.40%	\$ 45,113.64	-11.94%	ON TRACK, WILL GET IT SPENT BY END OF MARCH
93.569	CSBG 2025	\$ 120,055				\$ 120,055	1/1/2025	12/31/2025	12	2	\$ 20,009	16.67%	\$ -	0.00%	\$ 120,055.00	-16.67%	HAVE TO SPEND CSBG 2024 FUNDS
93.569	CSBG DISC	\$ 1,428				\$ 1,428	8/1/2024	5/31/2025	10	7	\$ 1,000	70.00%	\$ 135	9.45%	\$ 1,293.00	-60.55%	SPENT AS NEEDED
93.568	LIHEAP 2024	\$ 584,433				\$ 584,433	1/1/2024	3/31/2025	15	14	\$ 545,471	93.33%	\$ 582,663	99.70%	\$ 1,770.05	6.36%	CONTRACT ENDS 3/31/2025
93.568	LIHEAP 2025	\$ 851,042				\$ 851,042	1/1/2025	12/31/2025	12	2	\$ 141,840	16.67%	\$ 115,152	13.53%	\$ 735,889.91	-3.14%	ON TRACK
81.042	DOE	\$ 588,880				\$ 588,880	7/1/2024	6/30/2025	12	8	\$ 392,587	66.67%	\$ 275,761	46.83%	\$ 313,119.32	-19.84%	ON TRACK. RECEIVED \$50,000 ADDITIONAL FUNDS FROM TDHCA.
81.042	DOE BIL	\$ 1,558,047				\$ 1,558,047	7/1/2023	6/30/2025	24	20	\$ 1,298,373	83.33%	\$ 282,253	18.12%	\$ 1,275,794.25	-65.22%	SPENDING ON HOLD
Total		\$ 9,014,428	\$ -	\$ 170,551	\$ -	\$ 9,184,979					\$ 148,069		\$ 2,693,683	\$ 6,491,296			