

AGENDA

Community Services Advisory Council
Tuesday, May 8, 2018 – 10:00am

A. Call to Order & Declaration of a Quorum – Jeff Stanley, Chair

B. Introductions

C. Approval of Minutes: March 13, 2018 – Marsha Lindsey, Secretary, page 2

D. Program Update – Judy Fullylove, Director

1. Community Needs Assessment Progress – Work Plan, page 5
2. Weatherization Program – Hiring
3. TDHCA Training – April 30 & May 1, 2018
4. Professional Conference – May 9-11, 2018
5. Executive Director Search is open

E. Consent

All items on Consent Agenda are considered to be routine and will be enacted with one motion. There will not be separate discussion of these items unless a member of the council or a citizen so requests, in which event these items will be removed from the general order of business and considered in normal sequence.

1. Program Expenditures for CEAP-Utility Assistance Program, LIHEAP-Weatherization Program, DOE-Weatherization Program, CSBG – Community Services Block Grant Program, Page 7

F. Action Items

1. Strategic Plan Update, Page 11
2. Approve CSAC Bylaws, Page 13

H. 2018 Meeting Dates

Tuesday, May 8, 2018
Tuesday, July 17, 2018
Tuesday, September 11, 2018

I. Adjourn

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Judy Fullylove at 903-813-3537 two (2) work days prior to the meeting so that appropriate arrangements can be made. 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. The Agenda was also faxed to the County Clerks offices in Cooke and Fannin Counties, Texas Friday, May 4, 2018.

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Community Services Advisory Council (CSAC)
Meeting Minutes
Tuesday, March 13, 2018

Attendance:

Name		Representation			Meeting Attendance			
First	Last	County	Sector	Agency	13-Mar	8-May	17-Jul	11-Sep
Josh	Brinkley	Cooke	Public	City of Valley View	X			
Patty	Haayen	Cooke	Private	Padic Private Investigation				
Marsha	Lindsey	Grayson	Private	Workforce Solutions Texoma	X			
Joe	Passanisi	Fannin	Public	City of Ravenna	X			
Yvonne	Sandmann	Cooke	Poverty	NCTC				
Jeff	Stanley	Grayson	Public	City of Howe	X			
Brianna	Sundberg	Grayson	Poverty	TCOG-FSS/Homeownership	X			
Lou Ann	Taylor	Fannin	Poverty	Texoma Housing Partners	X			
Terry	Tombaugh	Grayson	Private	ATMOS	X			
Judy	Fullylove	Grayson	Staff	TCOG-Energy Services	X			
Janet	Karam	Grayson	Staff	ADRC - Advisory Member	X			

A. Call to Order & Declaration of a Quorum

The meeting was called to order at 10:00 am and a quorum was declared by Jeff Stanley, Chair.

B. Introductions were made by Board members.

C. Approval of December 5, 2017 Minutes

Joe Passanisi made a motion to accept the minutes with Terry Tombaugh seconding. Motion passed unanimously.

D. Review of Revenue/Expense Statement

A copy of the 25017-CSBG and 210 Texas Department Housing & Community Affairs Revenue/Expense statement for 2/1/2018 through 2/28/18 was reviewed and discussed by members. Judy stated that the 3 month extension, through 3/31/18, was approved so there is still \$49,438.43 available to spend in March. Judy also stated there will be no problem spending these funds by the deadline. Judy reviewed the budget categories and stated that funding was spent to assist Food Pantries in Texoma and referred Board members to the "Texoma food pantries receive food worth thousands through FEMA, TCOG" article. A 'Tracking Log for FEMA Boxes' was also provided showing how many boxes of food were given out to the Fannin Co Ministerial Alliance. Judy stated they are still waiting on the Manor House Report and that this type of donation is within the mission for these funds.

E. Program Update:

1) Completed Orientation of New Members

Judy reviewed the addition of new members, Josh Brinkley, Mayor of Valley View and Yvonne Sandman with NCTC. She also introduced Janet Karan with the Aging and Disability Resource Center (ADRC) who will be joining the Board in an advisory capacity.

2) Getting Ahead Class Update

Judy gave a short update on the Getting Ahead program. The second class graduated on 2/27. Six of eleven members graduated, which was an increase over the first class. Chair Stanley stated he and his wife attended the graduation and it was very rewarding and the graduates seemed to be empowered. Judy stated the 3rd Getting Ahead class would be held at PRESCO from April – August and the 4th class should start in early September.

3) Community Needs Assessment

See spreadsheet. At the last training, Judy states she was told that if we had identified 5 priority needs that were all family or individual oriented us had to add at least one of those as a Community Need for 2019.

4) CSBG Spring Training

Judy attended this training. At this training, they reviewed the Community Needs Assessment and data from focus groups as well as 1-1 interviews. Received training on how to do interviews and pull data together to address community needs that relate to poverty.

5) Strategy Scorecard

See Scorecard handout. There will be color coding for the scores: Green=Achieved; Yellow=Progressing, and Red=No Progress or At Risk

F. 2018 Deadlines

1) Community Needs Assessment – Due June 2, 2018

Due once every 3 years from TCOG staff, not Board members.

2) Community Action Plan – Due September 1, 2018

Board participated last year.

3) Organizational Standards- Due September 30, 2018

Judy completes this annually. There are 9 standards and Judy will share these standards at the next Board meeting.

4) Strategic Plan – Due in 2019

G. Recommendations to the CSAC Draft Bylaws

The state entity reviewing the CSAC Bylaws has provided additional technical assistance. See attachment for the suggested changes. Chair Stanley appointed a committee of himself, Judy, and Marsha to review these suggestions and bring another draft to the next meeting. Review meeting is tentatively scheduled for 3/26 at 3:00 pm.

H. 2018 Meeting Dates

Upcoming 2018 meeting dates were reviewed:

Tuesday, May 8, 2018

Tuesday, July 17, 2018

Tuesday, September 11, 2018

With no further business to discuss, Chair Stanley adjourned the meeting at 10:40 am.

Texoma Council of Governments

2018 CSBG Community Needs Assessment Plan Timeline

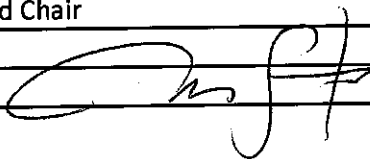
Step #	Broad Activity	Specific Activities	Persons Involved	Time Period (11 weeks)	Dates
1	Training	Provide overview of Community Needs Assessment including establishing a workplan, collection of qualitative and quantitative data, analyzing data and final report.	Energy Services Director, GIS Program Mgr, TDHCA, National Community Action Partnership	2 days	March 5-7
2	Notification	Inform CSAC Board of Community Action Plan and board involvement	Energy Services Director	2 hour meeting	March 13
3	Getting Started	Define the purpose, who will be involved, a timeline, a work plan and deliverables	Top Leadership; Staff	1 meeting, 2 hours long	March 16
4	Data Collection	Determine Quantative Data that will be used. Identify key informants and focus groups for Qualitative Data.	Energy Services Director, GIS Program Mgr, and Deputy Director	1 meeting, 2 hours long	March 16
5	Draft of Workplan; identify CSAC members to participate in workgroup	Sign draft of workplan	CSAC Chair	1 meeting	March 26
6	Clarify Direction	Define mandates, vision, mission and values	Workgroup: Energy Service Director, TCOG Deputy Director, GIS Program Mgr; CSAC members	1 meeting 2-4 hours long	April 6

7	Collect Qualitative Data	Conduct interviews with key informant and focus groups	Energy Services Director	1 hour interviews	April 9-23
8	Assess Current Situation	Identifying strengths, weaknesses, opportunities, challenges	Workgroup; Staff; Top Leadership; CSBG Board Members	1 day; half day in-depth	April 30
9	Identify Emerging Priorities	Create a master list of regional priorities	Workgroup; CSBG Board Members	1 day; 1 meeting 2-4 hours long	May 4
10	Write the Community Needs Assessment	Writing the Community Needs Assessment	Staff; Top Leadership	2 weeks; 10 - 15 hours total	May 7 - 25
11	Submission of Community Needs Assessment	Submit plan to TDHCA for Approval	Energy Services Director	1 hour	June 1
12	Final CSAC and TCOG Governing Board Board Approval	Approve submission of final Community Needs Assessment	Top Leadership; Staff: TCOG Board, CSAC Board	2 Months; Presentation of Action Item at CSAC July 17 Board meeting and August 16 TCOG Board Meeting	July 17 - August 16

Jeff Stanley

CSAC Board Chair

Signature



Date 3-26-18

210 - Texas Dept Housing & Community Affairs
 20 - Client Services
 22017 - CEAP (Utility Assistance)
 58170002604 - 01/01/17-06/31/18 - Award Number

		Total Budget - Original	Current Period Actual	Project to Date Actual	Budget Balance	Percent Total Budget Remaining - Original
REVENUES						
4000	Federal Revenue	3,085,498.00	260,456.70	2,296,784.77	(788,713.23)	(25.56)%
Total		3,085,498.00	260,456.70	2,296,784.77	(788,713.23)	(25.56)%
Total REVENUES		3,085,498.00	260,456.70	2,296,784.77	(788,713.23)	(25.56)%
EXPENSES						
<u>ADMINISTRATION</u>						
220	<u>Admin</u>					
5000	Salaries	17,797.00	5,195.38	12,324.58	5,472.42	30.75%
5010	Salary Longevity	0.00	45.85	91.44	(91.44)	0.00%
5910	Indirect G&A	111,677.00	9,361.64	63,342.98	48,334.02	43.28%
5920	Indirect Onsite	48,381.00	4,055.66	27,756.81	20,624.19	42.63%
5940	Employee Benefits	9,380.00	2,762.66	10,471.73	(1,091.73)	(11.64)%
6570	Supplies	38,365.37	9,488.97	46,779.72	(8,414.35)	(21.93)%
6614	Travel	26,200.00	1,225.46	5,244.67	20,955.33	79.98%
Total Admin		251,800.37	32,135.62	166,011.93	85,788.44	34.07%
685	<u>Program Support</u>					
5000	Salaries	221,376.00	20,615.72	159,981.42	61,394.58	27.73%
5005	Salary Overtime	100.00	0.00	97.43	2.57	2.57%
5010	Salary Longevity	0.00	53.16	585.59	(585.59)	0.00%
5940	Employee Benefits	105,450.00	10,894.57	79,295.81	26,154.19	24.80%
6130	Contracted Svcs.	25,543.63	6,705.80	21,683.72	3,859.91	15.11%
Total Program Support		352,469.63	38,269.25	261,643.97	90,825.66	25.77%
Total ADMINISTRATION		604,270.00	70,404.87	427,655.90	176,614.10	29.23%
<u>DIRECT SERVICES</u>						
504	<u>Household Crisis</u>					
6155	Direct Services	1,082,952.00	29,205.18	166,394.23	916,557.77	84.64%
Total Household Crisis		1,082,952.00	29,205.18	166,394.23	916,557.77	84.64%
761	<u>Utility Assistance</u>					
6155	Direct Services	1,398,276.00	134,477.92	1,467,736.11	(69,460.11)	(4.97)%
Total Utility Assistance		1,398,276.00	134,477.92	1,467,736.11	(69,460.11)	(4.97)%
Total DIRECT SERVICES		2,481,228.00	163,683.10	1,634,130.34	847,097.66	34.14%
Total EXPENSES		3,085,498.00	234,087.97	2,061,786.24	1,023,711.76	33.18%
		0.00	26,368.73	234,998.53	234,998.53	0.00%
NET INCOME/LOSS		0.00	(169,242.35)	(69,792.34)	(69,792.34)	0.00%

210 - Texas Dept Housing & Community Affairs
 20 - Client Services
 27017 - LIHEAP 2017 (Weatherization)
 E-17-BI-TX-LIEA-879884815- 1/1/17-06/31/18 - Award Number

		Total Budget - Original	Current Period Actual	Project to Date Actual	Budget Balance	Percent Total Budget Remaining - Original
REVENUES						
4000	Federal Revenue	997,461.00	63,981.25	959,108.99	(38,352.01)	(3.84)%
Total		997,461.00	63,981.25	959,108.99	(38,352.01)	(3.84)%
Total REVENUES		997,461.00	63,981.25	959,108.99	(38,352.01)	(3.84)%
EXPENSES						
ADMINISTRATION						
5260	Training & Travel	2,000.00	0.00	1,964.94	35.06	1.75%
Total		2,000.00	0.00	1,964.94	35.06	1.75%
400	Direct Salary					
5000	Salaries	31,100.00	2,650.07	21,336.69	9,763.31	31.39%
5010	Salary Longevity	226.00	9.84	121.36	104.64	46.30%
5910	Indirect G&A	12,197.00	961.06	9,216.80	2,980.20	24.43%
5920	Indirect Onsite	5,659.00	416.35	4,028.62	1,630.38	28.81%
5940	Employee Benefits	14,651.00	1,402.04	13,147.04	1,503.96	10.27%
Total Direct Salary		63,833.00	5,439.36	47,850.51	15,982.49	25.04%
496	Health and Safety					
6560	Subcontract	149,709.00	7,085.00	119,572.50	30,136.50	20.13%
Total Health and Safety		149,709.00	7,085.00	119,572.50	30,136.50	20.13%
540	Labor					
6560	Subcontract	251,386.00	13,672.00	245,059.46	6,326.54	2.52%
Total Labor		251,386.00	13,672.00	245,059.46	6,326.54	2.52%
641	Material					
6560	Subcontract	291,837.05	16,067.70	285,487.23	6,349.82	2.18%
Total Material		291,837.05	16,067.70	285,487.23	6,349.82	2.18%
685	Program Support					
5000	Salaries	85,125.00	8,600.59	62,498.35	22,626.65	26.58%
5005	Salary Overtime	100.00	0.00	76.88	23.12	23.12%
5010	Salary Longevity	0.00	3.38	3.38	(3.38)	0.00%
5260	Training & Travel	15,000.00	1,392.94	15,085.37	(85.37)	(0.57)%
5910	Indirect G&A	33,873.27	3,108.72	21,804.97	12,068.30	35.63%
5920	Indirect Onsite	15,892.86	1,346.75	9,446.34	6,446.52	40.56%
5940	Employee Benefits	39,217.82	4,535.16	31,810.17	7,407.65	18.89%
6200	Equipment	1,402.00	0.00	1,402.00	0.00	0.00%
6570	Supplies	18,085.00	4,300.74	20,725.59	(2,640.59)	(14.60)%
Total Program Support		30,000.00	0.00	30,000.00	0.00	0.00%
Total ADMINISTRATION		238,695.95	23,288.28	192,853.05	45,842.90	19.21%
		997,461.00	65,552.34	892,787.69	104,673.31	10.49%
NET INCOME/LOSS		0.00	(1,571.09)	66,321.30	66,321.30	0.00%

210 - Texas Dept Housing & Community Affairs

20 - Client Services

25017 - CSBG

61170002646 1/1/17-6/30/2018 - Award Number

		Total Budget - Original	Current Period Actual	Project to Date Actual	Budget Balance	Percent Total Budget Remaining - Original
REVENUES						
4000	<u>Federal Revenue</u>					
345	Client Services	75,461.35	0.00	55,461.35	(20,000.00)	(26.50)%
460	FSS	18,127.73	0.00	18,127.73	0.00	0.00%
720	Support Services	150,597.92	0.00	121,159.34	(29,438.58)	(19.55)%
<i>Total REVENUES</i>		<u>244,187.00</u>	<u>0.00</u>	<u>194,748.42</u>	<u>(49,438.58)</u>	<u>(20.25)%</u>
EXPENSES						
<u>CLIENT SERVICES SALARIES</u>						
5000	<u>Salaries</u>					
345	Client Services	16,881.94	924.33	17,806.27	(924.33)	(5.48)%
460	FSS	5,362.89	43.34	5,406.23	(43.34)	(0.81)%
720	Support Services	77,002.00	9,965.67	59,184.66	17,817.34	23.14%
5010	<u>Salary Longevity</u>					
345	Client Services	0.00	8.16	105.94	(105.94)	0.00%
720	Support Services	0.00	59.01	250.33	(250.33)	0.00%
5910	<u>Indirect G&A</u>					
345	Client Services	6,191.71	336.92	6,528.63	(336.92)	(5.44)%
460	FSS	1,913.94	15.66	1,979.72	(65.78)	(3.44)%
720	Support Services	28,114.64	2,257.73	20,222.85	7,891.79	28.07%
5920	<u>Indirect Onsite</u>					
345	Client Services	2,704.53	145.96	2,850.49	(145.96)	(5.40)%
460	FSS	789.93	6.78	796.71	(6.78)	(0.86)%
720	Support Services	12,361.00	978.09	8,804.96	3,556.04	28.77%
5940	<u>Employee Benefits</u>					
345	Client Services	8,847.14	491.52	9,338.66	(491.52)	(5.56)%
460	FSS	1,807.80	22.84	2,873.04	(1,065.24)	(58.92)%
720	Support Services	30,964.00	3,293.68	29,133.66	1,830.34	5.91%
6155	<u>Direct Services</u>					
345	Client Services	24,551.00	3,070.18	24,391.81	159.19	0.65%
6570	<u>Supplies</u>					
345	Client Services	17,224.78	513.53	18,006.46	(781.68)	(4.54)%
720	Support Services	9,469.70	924.63	10,394.33	(924.63)	(9.76)%
<i>Total CLIENT SERVICES SALARIES</i>		<u>244,187.00</u>	<u>23,058.03</u>	<u>218,074.75</u>	<u>26,112.25</u>	<u>10.69%</u>
<i>Total EXPENSES</i>		<u>244,187.00</u>	<u>23,058.03</u>	<u>218,074.75</u>	<u>26,112.25</u>	<u>10.69%</u>
NET INCOME/LOSS		<u>0.00</u>	<u>(23,058.03)</u>	<u>(23,326.33)</u>	<u>(23,326.33)</u>	<u>0.00%</u>

210 - Texas Dept Housing & Community Affairs
 20 - Client Services
 26017 - DOE
 56170002736 - Award Number - 7/1/2017 - 6/30/2018

		Total Budget - Original	Current Period Actual	Project to Date Actual	Budget Balance	Percent Total Budget Remaining - Original
REVENUES						
4000	Federal Revenue	255,535.00	13,580.47	164,436.33	(91,098.67)	(35.65)%
Total		255,535.00	13,580.47	164,436.33	(91,098.67)	(35.65)%
Total REVENUES		255,535.00	13,580.47	164,436.33	(91,098.67)	(35.65)%
EXPENSES						
5260	Training & Travel	2,500.00	0.00	8,732.08	(6,232.08)	(249.28)%
6307	Insurance	6,053.00	0.00	2,437.50	3,615.50	59.73%
Total		8,553.00	0.00	11,169.58	(2,616.58)	(30.59)%
266	<u>Audit</u>					
6560	Subcontract	800.00	0.00	800.00	0.00	0.00%
Total Audit		800.00	0.00	800.00	0.00	0.00%
400	<u>Direct Salary</u>					
5000	Salaries	13,200.00	1,122.65	10,313.59	2,886.41	21.87%
5010	Salary Longevity	0.00	3.38	59.63	(59.63)	0.00%
5910	Indirect G&A	3,774.00	406.85	3,747.98	26.02	0.69%
5920	Indirect Onsite	3,062.00	176.26	1,623.69	1,438.31	46.97%
5940	Employee Benefits	6,958.00	593.53	5,467.72	1,490.28	21.42%
Total Direct Salary		26,994.00	2,302.67	21,212.61	5,781.39	21.42%
496	<u>Health & Safety</u>					
6560	Subcontract	40,021.00	3,770.00	13,540.00	26,481.00	66.17%
Total Health & Safety		40,021.00	3,770.00	13,540.00	26,481.00	66.17%
540	<u>Labor</u>					
6560	Subcontract	51,000.00	11,290.38	43,116.08	7,883.92	15.46%
Total Labor		51,000.00	11,290.38	43,116.08	7,883.92	15.46%
641	<u>Material</u>					
6560	Subcontract	55,000.00	10,794.80	46,389.30	8,610.70	15.66%
Total Material		55,000.00	10,794.80	46,389.30	8,610.70	15.66%
685	<u>Program Support</u>					
5000	Salaries	23,320.00	2,909.12	9,413.23	13,906.77	59.63%
5910	Indirect G&A	0.00	1.13	1.13	(1.13)	0.00%
5920	Indirect Onsite	6,667.00	1,051.51	3,328.38	3,338.62	50.08%
5940	Employee Benefits	5,409.00	455.53	1,441.91	3,967.09	73.34%
6560	Subcontract	12,292.00	1,533.99	4,855.62	7,436.38	60.50%
6570	Supplies	2,455.00	1,166.61	5,137.74	(2,682.74)	(109.28)%
6614	Travel	23,024.00	389.84	3,698.69	19,325.31	83.94%
Total Program Support		73,167.00	7,507.73	27,876.70	45,290.30	61.90%
Total Administration		255,535.00	35,665.58	164,104.27	91,430.73	35.78%
Total EXPENSES		255,535.00	35,665.58	164,104.27	91,430.73	35.78%
NET INCOME/LOSS		0.00	(22,085.11)	332.06	332.06	0.00%

Subrecipient:	Texoma Council of Governments		
Time Period (years) covered by the	2018		
Topic	2018 Planned	2018 Adjusted	SCORE
Goal #1	Provide case management services and assistance to transition persons out of poverty	Provide case management services and assistance to transition persons out of poverty	
Objective	Transition persons out of poverty	Transition persons out of poverty	
Strategy	Provide opportunities for advancement through education and job skills training.	Provide opportunities for advancement through education and job skills training.	
Measure	8 out of 10 households TOP	10 out of 10 households TOP	
Goal #2	Increase the employment percentage of persons transitioning out of poverty.	Increase the employment percentage of persons transitioning out of poverty.	
Objective	Ensure CSBG clients transition out of poverty.	Ensure CSBG clients transition out of poverty.	
Strategy	Empower individuals through case management.	Empower individuals through case management.	
Measure	8 persons receiving case management TOP.	10 persons receiving case management TOP.	
Goal #3	Revive CSBG board.	NA	
Objective	Have active, informed and engaged board members.	NA	
Strategy	Engage board members in community action planning.	NA	
Measure	100% of board members will give input to the community action plan.	NA	
Goal #4	Improve home efficiency for CSBG clients using energy services programs.	Improve home efficiency for CSBG clients using energy services programs.	
Objective	Reduce the average energy costs of clients.	Reduce the average energy costs of clients.	
Strategy	Apply energy saving measures to the home i.e. weatherization services.	Apply energy saving measures to the home i.e. weatherization services.	
Measure	Reduce utility cost an average of 5% for CSBG clients.	Reduce utility cost an average of 5% for CSBG clients.	

Goal #5	Improve board bylaws.	NA	
Objective	Ensure board bylaws are compliant with CSBG organizational and State standards.	NA	
Strategy	Review board bylaws annually to ensure compliance.	NA	
Measure	Bylaws are 100% compliant at national and state level.	NA	

**TEXOMA COUNCIL OF GOVERNMENTS
COMMUNITY SERVICES ADVISORY COUNCIL BYLAWS**

ARTICLE I

NAME

The name of this body shall be the Texoma Council of Governments Community Services Advisory Council (CSAC) located at 1117 Gallagher Drive, Sherman, TX 75090.

ARTICLE II

AUTHORITY

The Community Services Advisory Council is created by the Texoma Council of Governments (TCOG) in coordination with the Texas Department of Housing and Community Affairs, and US. Department of Health and Human Services pursuant to Public Law 105-285 Section 676B.

ARTICLE III

FUNCTION

The primary function of the Community Services Advisory Council is to:

- (A) Participate in the development, planning, implementation, review and evaluation of programs designed to serve low-income communities in the Texoma regional Counties of Cooke, Fannin, and Grayson;
- (B) To work with three (3) significant groups in the community including the low-income, the public and the private sectors, to seek out, identify and eliminate the causes of poverty within the designated service area.
- (C) To assist in making the entire community more responsive to the needs and interests of low-income people by mobilizing available resources and bringing about greater institutional responsiveness.
- (D) To plan and develop a system of priorities among projects, activities and areas as needed for the most effective and efficient use of resources focusing on low income populations.
- (E) Provide recommendations to the Texoma Council of Governments' Governing Board regarding the administration of programs and services that fall under the purview of Community Services Block Grant and the Community Action Strategic Plan.

ARTICLE IV

MEMBERSHIP

Section 1:

Council membership shall be determined by majority vote of the CSAC and shall be confirmed by the Texoma Council of Governments' Governing Board.

Prospective CSAC members shall complete and submit to the Council an application in the form approved by the Council. All applicants will be checked against the State and Federal Governmental Debarment list. After each prospective Council member has submitted the application, has been selected to serve on the Council through the appropriate selection process described below for the sector in which she/he proposes to serve, and has been determined by the Council (or a committee thereof) to meet the qualifications set by the Council for membership, the CSAC shall vote whether to elect him or her to the Council.

Section 2:

The Council shall consist of no fewer than nine (9) and no more than fifteen (15) voting members from the public, low-income and private sectors.

Staff members from the Energy Services Program shall serve in a non-voting capacity.

The total membership of the CSAC shall always be equally divisible by three sectors (public, low-income, and private) in accordance with relevant provisions of the Federal Community Services Block Grant and applicable State statutes.

A CSAC roster of membership and attendance specifying the name of each Council member, category of membership, and term of membership and attendance shall be maintained and systematically updated to be current and accurate by the Secretary of the CSAC.

Section 3:

Membership on the CSAC shall be for a two-year period. Two consecutive terms are permitted. Ex-Members can reapply to serve on the CSAC one-year after expired term.

Section 4:

Provision shall be made for ex-officio membership to assist with representation, education, and communication. Effort will be made to replace vacancies in the voting membership with current ex-officio members.

Section 5:

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

Section 6:

The membership of the CSAC shall be composed of the following:

At least one (1) democratically elected representative of the low-income sector and a resident of Cooke County, TX;

At least one (1) democratically elected representative of low-income sector and a resident of Fannin County, TX;

At least one (1) democratically elected representative of low-income sector and a resident of Grayson County, TX;

At least three (3) elected public officials. Elected officials must hold a current term of office when elected to the board and can serve on a school board, city council or as a county official. If elected term ends they may serve on CSAC until the end of calendar year or end of term;

And at least three (3) representatives of local businesses representing the private sector and that target populations working to transition families out of low-income.

Section 7: Removal from Office

Members may be removed for cause upon 75% vote of the membership taken at any organizational or other meeting provided each member has been given at least ten (10) days written notice that such action is to be considered at the meeting.

CSAC members are expected to attend all regular meetings. Any member that is absent for three (3) meetings consecutively, without contacting the Chair, or Program Manager, will forfeit their office automatically, upon notice from Council Chair.

Any Board member, regardless of the sector he/she represents, may be removed by a majority vote of the members present at a regularly scheduled Board meeting, for willful misconduct, unethical behavior, or violation of these Bylaws or for not acting in the best interest of the CSAC Board upon an appropriate hearing which shall include notice and an opportunity to be heard. Such hearing shall be informal and shall comply with the concepts of Due Process. At the option of the Board Member under consideration for removal, the meeting may be in public session or in executive session.

Advisory Council Members may resign at any time by delivering written notice to the Chair. Such resignation shall take effect upon receipt or at the time specified therein.

ARTICLE V Council Vacancies

The Council shall take steps to ensure that vacant seats are filled in a timely manner subject to the approval of the Texoma Council of Governments' Governing Board.

When a vacancy occurs in a Public Sector member seat held by a public official, the CSAC shall select another public official to serve as a replacement member who may serve or appoint a designee to serve, subject to Council and Texoma Council of Governments approval.

When a vacancy occurs in a Public Sector seat held by a designee of a public official, the Council shall request that the public official either take the seat or name another designee, subject to approval by the Council. If the public official fails to take the seat or name another representative within a period specified by the Council, the Council shall select and recommend another public official to serve as a replacement member subject to the approval of the Texoma Council of Governments' Governing Board.

Vacancies in the low-income sector shall be filled using the same democratic process, originally used to fill the seat.

The Council shall fill vacancies in the Private Sector. Each successor shall hold office for the unexpired term of his/her predecessor or until the successor dies, resigns, is removed or becomes disqualified.

ARTICLE VI

OFFICERS

Section 1:

The officers of the CSAC shall be a Chairperson, a Vice-Chairperson and a Secretary. Officers will be elected by CSAC Members and subject to ratification by the Texoma Council of Governments' Governing Board.

Section 2:

Officers will serve for a two year period. Two consecutive terms are permitted. Elections for Chairperson, Vice-Chairperson, and Secretary will take place every two years at a regularly scheduled CSAC meeting, provided that a quorum of the membership is present. Officers so elected must be approved by the Texoma Council of Governments' Governing Board before assuming office. Officers shall begin their term of office on immediately following their election.

Section 3:

The chairperson shall preside at all meetings of the CSAC. The chairperson shall be an ex-officio member of all committees.

The chairperson shall appoint persons to complete terms of members who leave the CSAC before their term of office is completed.

Section 4:

The vice-chairperson shall perform all the duties of the chairperson in the case of absence

or incapacity of the chairperson and when so acting, shall have all the duties, responsibilities, powers and privileges of the chairperson.

Section 5:

The secretary shall record the meeting minutes, review and approve minutes of all meetings prior to their presentation to the council. Meetings shall be audio recorded and retained according to the Texas Open Meetings Act.

Section 6:

In case the chairperson or vice chairperson are absent and unable to perform their duties, the CSAC may appoint a chairperson, pro tem.

Section 7:

In case the secretary is absent and unable to perform their duties, the chairperson or vice chairperson may appoint a secretary, pro tem.

Section 8:

The Energy Services Program Manager shall keep or supervise the keeping of the CSAC meeting minutes and shall perform such other and further duties as may be required or requested by the Council or Texas Department of Housing and Community Affairs.

ARTICLE VII

COMMITTEES

Section 1:

Officers of the CSAC, chair, vice chair, and secretary, shall serve as the Executive Committee.

Section 2: Nominating Committee

Each year, as necessary, the chairperson of the CSAC shall appoint a nominating/membership committee for selection of the public and private sector representatives.

- A. The committee shall prepare a list of officer nominees from among the members of the council. The list of nominees shall be presented at a regularly scheduled CSAC meeting. The officers shall be elected at this meeting and installed in the first meeting following election. Additional nominations may be made from the floor.
- B. Each year, the committee shall review membership and attendance records and shall recommend action regarding attendance of membership. They shall also provide assurance that CSAC membership complies with the Bylaws.

Section 3: Ad Hoc or other Standing Committees

Other ad hoc or standing committees may be appointed by the Council Chairperson with approval of the CSAC as needed. Committee members shall be appointed by the Council

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Chairperson and shall serve at the pleasure of the Council. The Council Chairperson shall appoint committee chairs.

Section 4:

Members of the committees may request the inclusion of persons from outside the CSAC in order to bring more information and expertise to bear on matters. Such persons shall have full voting privileges to the committee on which they have been included.

Section 5:

Terms of membership on committees shall be established to achieve the purpose for which the committee was created. All standing and special committees of the Council shall fairly reflect the composition of the full Council.

Section 6:

The method for calling committee meetings shall be the same as that for calling council meetings to discharge their responsibility. Public notices shall ~~not~~ be required.

Section 7:

The quorum for all standing and special committees shall be fifty percent (50%) plus one of the non-vacant seats on the committee. Any act of the majority of committee members at which a quorum is present shall constitute an action of that committee.

Section 8:

Any and all actions of all standing and special committees shall be ratified by an Action of the Council at the next scheduled meeting of that Council in order for such actions to be effective. Minutes will be taken and retained by the Secretary of the Board.

ARTICLE VIII

MEETINGS

Section 1:

The CSAC shall meet five (5) times a year, or at other times as the chairperson deems necessary, or upon written request of not less than 25 percent of the members. One meeting may be deemed an Annual Meeting for the purpose of electing the officers of the corporation, reviewing the Bylaws, special recognitions or other major policies and procedures as deemed necessary.

Section 2:

- A. Notifications as to the day of the week, time, and place shall adhere to the policies and procedures of the Texas Open Meetings Act and Roberts Rules of Order. Notices thereof shall be mailed by the secretary to each member not less than 72 hours prior to a regular meeting.

- B. Meetings of the CSAC will be held in an accessible, barrier-free location identified in the meeting notices.

Section 3:

- A. Written requests for special or called meetings shall be acted upon with seven (7) days by the CSAC chairperson.
- B. Notice of any special or called meeting in matters of urgent business shall be distributed at least 24 hours prior to any special or called meeting by the CSAC chairperson.

Section 4:

All meetings of the CSAC and committees are open to the public.

Every regular, special or called meeting of the CSAC shall be conducted in compliance with the Texas Open Meetings Act (Texas Government Code, Section 551.001 et.seq.), the Public Information Act (Texas Government Code, Section 552 et.seq.) and any other law or regulation that may be applicable.

Section 5:

A quorum at any CSAC meeting will be half plus one of members.

A quorum shall consist of at least fifty percent (50%) plus one of the non-vacant Council positions. No vote shall be taken by the CSAC unless a quorum is in attendance. The action of the majority of the CSAC members at any meeting at which a quorum is present shall be an action of the Council.

Section 6: Minutes of Meetings

The Council shall keep written minutes of each meeting, except Executive Sessions, that include a record of the members present by category, items presented to the Council for action and the votes on all motions. Minutes of the previous meeting shall be distributed to Council members before the next meeting. The minutes, except Executive Sessions, shall be made available to the public upon request in accordance with the Open Meetings and Public Information Acts. Minutes will be taken and retained by the Secretary of the Board.

Section 7:

The Energy Services Program Manager and/or designated staff person shall serve as a non-voting member on all committees and shall attend each CSAC meeting and each committee meeting.

ARTICLE IX

VOTING RIGHTS

Section 1:

Each member, but not ex-officio members, shall have one vote on business coming

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before the CSAC.

Section 2:

Members must be present to vote on business coming before the CSAC or committees of the CSAC.

Voting at all meetings of the CSAC and its committees shall be in person and made by a voice vote. Each Council vote shall be cast and counted in the manner based on Roberts Rules of Order. A majority vote shall be required for all decisions.

Section 3:

Proxies shall not be allowed.

ARTICLE X

LOW-INCOME REPRESENTATION

Section 1:

Low-Income representatives will reside within the sub-recipient's CSBG service area designated by CSBG contract.

Section 2:

Nominations for low-income representatives will be solicited through:

- A. Direct mail to clients receiving utility and weatherization services in the sub-recipient's CSBG service area.
- B. Announcement to community partners including but not limited to housing authorities and food pantries;
- C. Announcement placed on the Texoma Council of Governments' website;
- D. Announcement sent to county clerks offices.

Section 3:

Low-Income Representatives to the CSAC shall be democratically elected by a simple majority at a public meeting within the sub-recipient's CSBG service area.

A current Council member will record vote and report results to council secretary. Minutes will be accepted and retained by the Secretary of the Board.

Ballots may be used as back-up if there is more than one candidate in each county.

ARTICLE XI

GENERAL PROVISIONS

All meetings of the CSAC will be conducted in accordance with the provisions of the Texas Government Code, Chapter 551, and Texas Open Meetings Act.

ARTICLE XII

BYLAWS CHANGE PROCEDURE

Section 1:

These Bylaws can be changed by an affirmative vote of 75% of members of the CSAC seated at that time, upon two weeks' notice of the proposed changes. All amendments to the Bylaws must be approved by the TEXOMA COUNCIL OF GOVERNMENTS Governing Board prior to taking effect.

The amendment, alteration, or revision of these Bylaws shall be subject to the notice and agenda requirements of Article VIII. All amendments, alterations, or revisions of these Bylaws once approved shall be promptly transmitted to the Texas Department of Housing and Community Affairs.

ARTICLE XIII

Council Training

A. New Council Member Orientation

Each newly elected or appointed Council member shall complete New Council Member Orientation within the first 6 months of the new member's first term. The New Council Member Orientation will assist the individual in acquiring the skills and knowledge necessary to fulfil their role on the Council. It will include but not be limited to the following topics: the agency mission, vision and value, agency programs, review of Council Bylaws, ROMA policy and procedures, CSBG Organizational Standards, Open Records, and non-profit/public board responsibilities. In addition, the Whistleblower, Conflict of Interest and Ethics policy will be addressed. A record of attendance and completion of this training shall be maintained by the Council secretary.

B. Open Meetings and Public Information Training

1. Under Texas Government Code, §551.005 all Council members will receive training in Texas Open Government laws within ninety (90) days of becoming a Council member.
2. In addition all Council members will complete the Public Information Training within ninety (90) days of becoming a Council member.
3. A copy of all attendance rosters and/or certificates of completion for all Council trainings shall be maintained.

C. Other Council Training

As required by the CSBG Organizational Standards, all Council members will receive training on their duties and responsibilities a minimum of every 2 years. This training may be provided by CSAC staff member, external consultant or by a CSAC funding source. Council

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members may also be asked to attend additional trainings as they are scheduled, including trainings on ROMA, CSBG Organizational Standards and Council Governance.

Compensation

CSAC members serve in a volunteer capacity and are not entitled to compensation for their service. Reimbursements of reasonable, necessary and fully documented expenses incurred by a CSAC member carrying out his/her duties are allowed. Authorized travel expenses for agency conferences and/or out of town travel shall be governed by the agency's current fiscal policies and procedures. Any net earnings from any agency programs shall not benefit Board members, contributor(s) or any employee of the agency.

Confidentiality Clause

The Board of Directors shall be responsible for maintaining confidentiality in conducting corporate matters and/or handling agency issues during and after the Board members' service. Violation of this policy may invoke sanctions, including removal from the Board.

Code of Ethics/Conflict of Interest

Prior to beginning his or her service as a CSAC Member, each Member shall swear or affirm to abide by the agency Code of Ethics, as attached and as incorporated by reference herein, which oath of affirmation shall be taken before the seating of each Board member and shall serve as an integral part of the standard of professionalism governing this corporation. Violation of the Code of Ethics may invoke sanctions, including removal from the Board.

CSAC members will be required to sign a **Conflict of Interest Statement** upon being seated with the Board and renewed annually.