

## **Welcome**

- **Invocation and Pledges**
- **Discuss Previous Meeting Minutes- page 2**

## **FSS – RAB Action Items – page 3**

- **FSS-RAB TCOG Section 8 Housing Annual PHA Plan: Authorize the submission of TCOG Section 8 Annual PHA Plan.**  
  
Rayleen Bingham, Section 8 Housing Program Manager

## **FSS Coordinator Informational Report**

- **Program Updates –page 4**
  - Office Update for COVID-19
  - Housing Newsletter
  - FSS Client Recruitment
  - TCOG Section 8 Fannin County Waiting List
  - FSS Community Outreach
- **End of Participations – page 5**
- **Contract Extensions – page 6**
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- **Case Management Update – page 8**
- **Close Meeting**

Texoma Council of Governments  
Minutes  
FSS Coordinating Committee Meeting  
11-18-2021

Members Present: Sophia Pedraza

Guests Present: Rayleen Bingham- Section 8 Program Manager

Staff Present: Sophia Pedraza – FSS/Homeownership Coordinator  
Christen Chaffin- FSS/Homeownership Coordinator

- A. Christen Chaffin opened the meeting at 12:00 pm.
- B. Discussed previous meeting minutes from 8/12/2021
- C. FSS Coordinator Report
  - 1. Christen Chaffin gave an update on Office update for COVID-19
  - 2. Christen Chaffin gave an update on the Housing Newsletter
  - 3. Christen Chaffin gave an update on FSS Client Recruitment
  - 4. Christen Chaffin gave an update on the Fannin County waiting list opening.
  - 5. Christen Chaffin provided PCC Member Interest Form update.
  - 6. End of Participations: Christen Chaffin presented the End of Participations to the Committee
  - 7. FSS Contract of Participations: Christen Chaffin presented the FSS Contract of Participations to the Committee.
  - 8. FSS Quarterly Case Management Activity Report: Christen Chaffin provided information on all FSS Clients to the Committee.
- D. General Discussion
  - 1. Due to scheduling conflicts and Covid illnesses, the November meeting was held virtually. Eric provided an update for our Veterans. He stated that they could receive COVID-19 shots and booster shots at many of the local VA clinics. Veterans can call their VA medical providers and clinics to schedule an appointment to receive the COVID-19 vaccine and booster shots.

Close Meeting.

Christen Chaffin  
Recording Secretary

**TO:** FSS/RAB  
**FROM:** Rayleen Bingham, Section 8 Housing Program Manager *RB*  
**DATE:** February 2, 2022  
**RE:** TCOG Section 8 Housing Annual PHA Plan

**RECOMMENDATION**

Authorize submission of the TCOG Section 8 Housing Annual Plan.

**BACKGROUND**

The Section 8 HCV Program is designed to assist low-income households pay rent based on their income and family composition. The participant should never pay more than 40% of their adjusted income for rent and utilities. Eligible families must meet Federal Income Guidelines. The annual income limit for a family of four is currently \$36,400 in Grayson County and \$31,600 in Fannin County. The Section 8 HCV Program currently administers several sub-programs and special purpose programs designed to meet special needs within the community. The Family Self-Sufficiency (FSS) Program assists households become self-sufficient. The Homeownership Program allows participants to use their voucher assistance toward mortgage. The Mainstream Program assists persons with disabilities. The Family Unification Program coordinates with the Child Protective Services. The HUD-VASH Program houses homeless veterans in partnership with the VA. The Money Follows the Person Demonstration coordinates with HHS to assist eligible Texans out of nursing facilities. The Section 8 HCV Program provides services to 500+ households within Grayson and Fannin Counties.

**DISCUSSION**

HUD requires the TCOG Section 8 Program to submit an Annual PHA Plan. The Plan is a comprehensive guide to the TCOG Section 8 policies, programs, operations, and strategies for meeting local housing needs and goals. This plan represents the period January 1, 2022 through December 31, 2022.

**BUDGET**

No direct budget impact.

**\*\*TCOG SECTION 8 HOUSING ANNUAL PLAN IS ATTACHED SEPARATELY FOR YOUR CONVENIENCE\*\***

## **Coordinator Report: Program Updates**

### **Office Update for COVID-19:**

- Section 8 is still adhering to strict social distancing due to the health requirements of our team. We are not seeing clients in person but are handling all issues by phone, email or mail so if you have anyone who needs us, please give them our contact info. We also ask that any employee of TCOG reach out to us by email, phone or Teams if you need assistance or just want to chat.

### **Housing Newsletter:**

- In order to keep an open line of communication with our clients, relay useful information and program updates we will be emailing/ mailing out a quarterly newsletter. If there are any resources that you believe would be beneficial to our clients please forward that information to Christen Chaffin to add to upcoming issues.

### **FSS Client Recruitment:**

- We continue to see the success of our client recruitment efforts. Due to COVID-19, these applications are mailed as interested parties inquire about our program.

### **TCOG SECTION 8 FANNIN COUNTY WAITING LIST:**

- Our office recently began the process of taking online applications. We debuted in Fannin County with great success. We will continue to improve this process in an effort to better utilize the online application when we open the Grayson County waiting list.

### **FSS COMMUNITY OUTREACH:**

- FSS Coordinators are actively seeking community resources to assist with client needs and development. Recent outreach includes mortgage companies for homeownership closings, as well as financial literacy courses through local financial institutions.

### End of Participations

Family Self-Sufficiency clients can end their participation in the FSS program in one of four ways.

1. Clients may voluntarily choose to end their participation.
2. Clients may graduate from the FSS program.
3. Clients will automatically be withdrawn from the FSS program at the conclusion of their Section 8 contract.
4. Failure to meet specific FSS contract requirements can also lead to end of participations.

The following clients have ended their participation in the Family Self-Sufficiency for reasons described below, and with escrow amounts notated.

NAME	REASON FOR ENDING PARTICIPATION	ESCROW DISBURSEMENT
BARRY HALL	DECEASED	\$0
JERRY BOYD	MOVED W/OUT NOTICE - VFR	\$0
SHADACIA BROWN	EVICTED - VFR	\$0
JUDY EVANS	VOUCHER EXPIRED	\$0
SANDY LEWIS	CONTRACT EXPIRED	\$0
CHUCK HUTCHERSON	OVER INCOME	\$0
BRANDON GREEN	PORT	\$0

### Contract Extensions

FSS clients are contractually obligated to complete their goals within 5 years. If FSS participants are unable to achieve their goals in the aforementioned timeframe, TCOG may extend the term of the contract up to 2 years. Extensions are granted providing the family submits a written request and good cause exists for the extension.

The following clients have requested to extend their participation in the Family Self-Sufficiency for reasons described below.

NAME	REASON FOR EXTENSION

### Contract of Participations

Potential FSS clients initially complete Interest Forms, and are then invited to attend a briefing session with the FSS Coordinator. The FSS Coordinator then discusses the individual goals of the clients with them, and presents their client profiles before the FSS Coordinating Committee. Once a profile has been presented to the committee, a Contract of Participation can be activated for a period of 5 to 7 years.

The following clients have requested participation in the Family Self Sufficiency Program for reasons described below.

NAME	DOB	ADDRESS	PHONE NUMBER
AMIE DENNIS	5/11/1983	514 MARCEL DR. DENISON, TX 75020	903-624-3431
EMAIL	<a href="mailto:Ameedennis05@yahoo.com">Ameedennis05@yahoo.com</a>		
<b>CLIENT SUMMARY:</b> AMEE WOULD LIKE TO WORK ON CREDIT REPAIR, BUDGETING AND SAVINGS. SHE WOULD ALSO LIKE TO FURTHER HER EDUCATION AND FINISH HER ASSOCIATES DEGREE. SHE IS ALSO INTERESTED IN OUR HOMEOWNERSHIP PROGRAM AS WELL.			
<b>POTENTIAL REFERRALS:</b>			

NAME	DOB	ADDRESS	PHONE NUMBER
SHAKIYALEE MORRISON	11/6/1987	1118 N. BRENTS AVE SHERMAN, TX 75090	903-744-8881
EMAIL	N/A		
<b>CLIENT SUMMARY:</b> SHAKIYALEE WOULD LIKE TO USE THE FSS PROGRAM TO WORK ON CREDIT REPAIR, BUDGETING AND SAVINGS AS WELL AS FURTHERING HER EDUCATION. HER GOAL IS TO IMPROVE HER CREDIT SCORE AND BUILD HER SAVINGS IN ORDER TO MOVE INTO HOMEOWNERSHIP.			
<b>POTENTIAL REFERRALS:</b>			

NAME	DOB	ADDRESS	PHONE NUMBER
EMAIL			
<b>CLIENT SUMMARY:</b>			
<b>POTENTIAL REFERRALS:</b>			

## QUARTERLY CASE MANAGEMENT ACTIVITY

FSS clients are tracked every quarter to see if they are meeting their goals and more importantly their FSS requirements. Clients are required to sign their Contract of Participation, attend Orientation classes, complete required FSS paperwork such as their Case Management form, and give updates on their progress. The FSS Coordinator analyzes each client's file, and then rates the client on a scale ranging from 1 to 5: 1 (compliant), 2 (compliant with assistance), 3 (compliant with limits), 4 (missing compliance), 5 (noncompliant). Any client with a rating of 5 may be brought before the FSS Board for possible termination due to noncompliance.

### October 2021 – December 2021

KEY: \*(new client), O (Office), P (Phone), M (Mail), H (Home), N/S (No Show), X (No Response) E (E-mail)  
COP (contract of participation), VFR (violating family responsibility)

**Highlighted Names** – Represents clients that are graduating, transferring, requesting an extension, or voluntarily withdrawing from the FSS Program.

**RATING:** 1 (compliant), 2 (compliant with assistance), 3 (compliant with limits), 4 (missing compliance), 5 (non-compliant OR failed to sign Contract of Participation/attend Orientation), G (concern with meeting Goals)

NAME	COP DATE	OCT - DEC	RATING	NOTES
Anderson, Jessica	12/18	P, O, E	1	Jessica is doing well and reports no concerns at this time.
Anglin, Kerry	03/19	M,P,O	1	Kerry is doing well and reports no issues at this time.
Armstrong, Robert	12/21	M,P,H,O	1	Robert looks forward to learning how to better manage his budget living on a fixed income.
Ballard, Schenika	12/21	P,E,M	1	Schenika is looking forward to using the FSS program to continue her education as well as work on credit repair and budgeting.
Barnes, Claudia	08/19	O, M	1	Claudia recently received an increase in her household income. She is doing well and reports no concerns at this time.
Benedict, Rachel	12/18	E, P, O	1	Rachel is enjoying her new job and is doing well at this time.
Boyd, Jerry	09/16	P, M, O	5	Jerry moved without notice and violated his family responsibility.
Bridges, Kandie	12/18	P, O, E	2	Kandie recently recertified with our office. Her case manager has been working closely with her to update her household information.
Brown, Marcus	9/1	P,M,E	1	Marcus worked diligently with caseworkers on savings and credit repair qualifying him for homeownership. He is settling into his home well.
Brown, Sha'Dacia	4/21	P,M	5	Sha'Dacia has been evicted which violates her family responsibilities. We are in the process of ending her participation.

Brown, Trina	12/17	M, O, P	1	Trina has been receiving less hours at work lately but reports no housing issues at this time.
Cass, Kristen	06/17	M,P, E, O	1	Kristen is currently in school full time. She has recently started a new job and will report income as it is received.
Claborn, Madison	12/21	P,M,E	1	Madison recently completed her COP. She will utilize the FSS program to repair her credit, learn to budget and continue her education.
Clark, Traceston	06/17	M, H,E	1	Traceston recently recertified with our office. He has reported that he is taking some college courses and doing well at this time. He is also interested in moving to the Grayson County area and has been advised to contact his VA caseworker to update as well.
Clay, Lindsay	08/19	M,P,E	1	Lindsay is doing well and reports no issues at this time.
Cleghorn, Glenn	12/18	M, P, O	1	Glenn had a recent change in income. He is working closely with his caseworkers to update his file.
Cole, Linda	09/18	P, M	1	Linda recently recertified with our office and reports no issues at this time.
Cox, Sarah	09/16	P O M	1	Sarah recently recertified with our office. She is doing well at this time and reports no issues.
Crockett, Paul	12/18	P, O, M	1	Paul is dealing with some health issues but is doing well at this time. He reports no housing issues at this time.
Curry, Karrie	12/21	P,M,E	1	Karrie will be working closely with FSS case managers to work on budgeting and savings on a fixed income.
David-Parkinson, Christine	06/20	P,M	1	Christine has been doing well and reports no issues or concerns at this time.
Deckard, Clarissa	04/21	P,M	1	Clarissa continues to work closely with her caseworkers to relocate.
Deckard, Nicole	09/17	O, P	1	Nicole has a recertification coming up with our office and continues to work closely with her FSS caseworker in order to get all documentation returned.
DeSosa, Rosa	09/18	M	1	Rosa relocated and is settling in; she reports no issues at this time.
Espinoza, Debrah	03/19	E, P	1	Debra relocated recently because of a fire in her previous unit. She is settling in well and reports no issues at this time.
Evans, Judy	03/17	P, M	5	Judy's voucher expired without finding housing. She will need to reapply during an open waiting period.
Flemmons, Steve	04/21	P,M	1	Steve is really enjoying his job at the VA and reports no issues at this time. He is

				excited to start working on his COP goals with his FSS caseworkers.
Fox, Frankie	03/19	P, M	1	Frankie recently recertified with our office and is doing well at this time.
Gidcumb, John	12/18	P, O, M	1	John is currently working with his caseworker and VA rep to port to Rains County.
Glass, Brandon	3/20	P,M	1	Brandon is doing well. He has recently recertified with our office and is working closely with case manager for community resources.
Green, Brandon	09/17	M, P, E	5	Brandon finalized the port process with Dallas County. His file will be closed in good standing.
Guimbellot, Jessica	12/18	P, M, O	1	Jessica is enjoying her job and doing well. She reports no issues at this time.
Hall, Barry	06/20	P/M	1	Barry passed away recently and his file will be closed with our office.
Hall, Brashayla	04/21	P,M	1	Brashayla made the decision to stay in the Grayson County area and recently leased up in a new unit. She reports no issues at this time.
Hand, Donald	06/15 06/22	P, O, M	1	Donald recently recertified with our office and is doing well at this time. He is working with his caseworker to learn how to budget on a fixed income.
Hess, Miranda	9/21	P,M,E	1	Miranda is currently applying for a new position. She is working closely with her caseworker to use the FSS program to work on budgeting, savings and credit repair.
Hilger, Lindsey	12/19	P,M	1	Lindsey and her children are doing well and report no issues at this time.
Hill, Virginia	06/17	M, P	1	Virginia recently recertified with our office and reports no issues at this time.
Holland, Courtney	9/21	P,E	1	Courtney is excited to use the FSS program in order to work on budgeting, savings and credit repair. She is also interested in furthering her education and looks forward to working towards her goals.
Hollis, Tara	08/19	P, E	1	Tara continues to work and enjoy her new job. Tara is doing well at this time and reports no concerns.
Hume, Makayla	12/20	P,O,E	4	Makayla's landlord has submitted lease violations. She is currently working with her case manager to address these issues. She is also over income for our program at this time and is on a 6-month grace period should anything change.
Hutcherson, Chuck	9/21	P,M	1	Chuck has had a change in income and is currently over income for the program. He

				is on a 6-month grace period should anything change.
Jackson, La'Ve	03/19	P, O, M	1	La'Ve has started a new position and is working with his case worker on the homeownership process.
Jenkins, Chandra	06/17	P, E	2	Chandra continues to thrive and love her new venture in real estate. She is doing well at this time and reports no issues.
Jennings, Shannon	06/15 05/22	P, M	1	Shannon is looking to relocate she is working closely with her FSS caseworker to update her household composition.
Jones, Gloria	04/16 04/23	P, M	1	Gloria has relocated and is settling into her new unit. She is doing well and reports no issues at this time.
Jones, Katrina	9/21	P,M,E	1	Katrina has an upcoming recertification with our office. She recently lost her job and is currently searching for new employment. She is working closely with her FSS caseworker to return all documentation.
Jones, Tracy	08/19		1	Tracy is dealing with ongoing health issues but continues to have a positive outlook. She reports no housing issues at this time.
Keene, Judy	12/19	P, M	1	Judy is working closely with her caseworker regarding possible relocation within the Fannin county area.
Lane, Mickel	08/19	P	1	Mickel continues to work at the car wash. He reports no additional concerns at this time.
Lewis, Sandra	01/15 12/21	P, M, O	1	Sandra's FSS contract has expired with all extensions and she was unable to achieve goals set on her COP.
Lewis, Sheilrun	06/15 05/22	P, O, M	1	Sheilrun is doing well at this time. She is interested in achieving her goals in order to move into homeownership.
Liggins, Michael	6/21	P,M	1	Michael has had some housing issues recently that he has been working closely with his caseworker to resolve.
Lopez, Alicia	08/19	M, E	1	Alicia has been ill with Covid and is on the mend. She reports no housing issues at this time.
Martines, Crystal	09/16	P, M	1	Crystal is currently in school full time and working as well. She continues to do well and stay in contact with her caseworkers.
Morales Martinez, Guadalupe	9/21	P,E,M	1	Guadalupe is working with FSS caseworkers to relocate.
Mayes, James	06/18	P, O, M	1	James reports no concerns at this time.
Moore, Asia	03/20	P, E	1	Asia continues to work with her caseworkers as well as CSBG with soft

				skills and time management in order to find new employment.
Norris, Richard	08/20	P	1	Richard is doing well and reports no issues at this time.
Ortiz, Amanda	12/21	P,M,O	1	Amanda will be working with case managers to learn how to budget and save on a fixed income.
Phea, Yolanda	09/16	P, M	1	Yolanda's business is doing well and continuing to establish new clientele. She reports no housing issues at this time.
Route, LC	12/19	P, O	1	LC recently had a change of income that puts him over income for the Sect. 8 program. He is on a 6-month grace period to see if anything will change before our assistance ends.
Rowe, Jessica	9/21	P,M,E	1	Jessica is interested in utilizing the FSS program to work on budgeting, savings and credit repair.
Russell, Amanda	12/18	O, P, E	1	Amanda is working closely with her FSS caseworker to relocate within Grayson County.
Sass, Amy	04/21	P,M	1	Amy has expressed interest in receiving her GED. She will begin working towards her COP goals in the near future.
Sass, Darrell	06/20	P,M	1	Darrell recently recertified with our office. He has some health concerns that he is dealing with but continues to stay in touch with his caseworkers for support.
Schloemer, Sandra	09/18	P	1	Sandra is still dealing health some health issues that keep her from working at this time. She is attending online classes full time. She has also expressed interest in porting after the first of the year.
Shaw, Shareka	06/15 05/22	M, O	1	Shareka continues to move forward with her education and is doing well at this time.
Shin, Andrea	06/15 05/22	P, O	1	Andrea is working closely with her FSS caseworker to complete a graduation audit. She is hoping to use her escrow to move into homeownership.
Simms, Brenda	06/15 05/22	P, O, M	1	Brenda recently recertified with our office. Her landlord is doing repairs on her unit and she reports no issues at this time.
Spencer, Brittany	06/16 05/23	O, H, P	1	Brittany had a recent rent increase and is working with her caseworker and landlord to coordinate changes.
Staton, Margaret	4/21	P,M	1	Margaret has had some medical issues that she has been dealing with lately. She reports no housing issues at this time.
Stowers, Stevi	09/18	P,M, O	1	Stevi continues to work closely with her caseworker to move into homeownership in the future.

Thomas, Taren	4/21	P,M	1	Taren has been working closely with her caseworker to make some household composition changes. She is also looking to relocate.
Thompson, Charles	12/21	P,E,M	1	Charles is looking to improve his financial stability and learn how to manage his income. He would like to continue his education. Charles is also interested in the homeownership program.
Trevathan, Jackie	09/16	P, M, O	1	Jackie continues to enjoy her new job and reports no housing issues at this time.
Tucker, Lindsey	12/18	O, E, P	1	Lindsey recently relocated. She is enjoying her new unit and doing well at this time.
Walker, Anita	03/20	O, H	1	Anita is working closely with her caseworker to get all information turned in for her upcoming recertification. She reports no housing issues at this time.
Walsh, Keagan	07/20	P,M,O	1	Keagan has recently started a new position and will work closely with his caseworker to achieve his COP goals.
Williams, Shakedra	4/21	P,M	1	Shakedra is recovering from a recent medical procedure. She is doing well and using this time to focus on healing.
Wilson, Marlicia	04/18	O, P	1	Marlicia is doing well at this time and reports no issues.
Wright, Mollie	03/19	P, M	1	Mollie has a recert coming up with our office. She is working closely with her caseworker to get that information returned in a timely manner.
Young, Cornelius	03/19	P, O, M	1	Cornelius had a recent housing update. He is doing well and currently reports no issues.