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- A. Call to Order & Declaration of a Quorum (OS 5.5)
- B. Welcome New Members and Guests
- C. Approval of Minutes: April 19, 2022, **page 2**
- D. Action Items
  - 1. Accept changes to CSAC By-Laws, **page 4**
    - Article VIII (8)  
Section #5  
Section #6
- E. Director's Program Report
  - 1. Presentation: Getting Ahead, Virginia Brooks, Master Key Ministries
  - 2. Job openings at TCOG; [www.tcog.com/employment](http://www.tcog.com/employment)
  - 3. Program Reports - Utility Assistance, Weatherization and Community Services Block Grant, **page 14**
  - 4. Financial Report – handout at meeting
- F. Community Announcements
- G. Adjourn

**Remaining meeting dates**

Tuesday, August 16, 2022  
Tuesday, October 18, 2022  
Tuesday, December 13, 2022

KEY: OS refers to Organizational Standards and are required of sub-recipients that receive Community Service Block Grant funds.

\*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](http://www.tcog.com) as well as the Texoma Council of Governments offices in a place readily accessible to the public on June 15, 2022.

BOARD MEETING MINUTES		DATE: APRIL 19, 2022		
<b>MEETING CALLED TO ORDER BY:</b>	Tiffany Dancer called the meeting to order at 10:02am.			
<b>TYPE OF MEETING</b>	Regular	<b>QUORUM MET:</b>	Yes	
<b>BOARD MEMBER ATTENDEES</b>	Private Sector: Julie Craig, Tiffany Dancer, Jordan Brummett Poverty Sector: Trish McElvy, Kim Starrett, Angela Williams Public Sector: None			
<b>BOARD MEMBERS ABSENT</b>	Public Sector: Tim LaVergne, II, David Turner			
<b>STAFF ATTENDEES</b>	Judy Fullylove, Energy Services Director Bobbie McDonald, CSBG Caseworker			
<b>GUEST ATTENDEES</b>	Lonnie Smith, On the Road Lending			
Agenda Topics				
<b>TOPIC 1:</b>	Approval of Minutes from February 22, 2022	<b>PRESENTER</b>	Tiffany Dancer, Chair	
<b>DISCUSSION</b>	The Chair asked for council members to review minutes for corrections.			
<b>CONCLUSIONS</b>	There were no corrections presented by council members. The Chair asked for a motion to approve the minutes as presented.			
<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>OUTCOME</b>		
A motion was made approve the minutes from February 22, 2022.	Jordan Brummett	YEA: 6	NAY: 0	ABSTAIN: 0
The motion was seconded.	Trish McElvy			
<b>TOPIC 2:</b>	Accept election results of Low-income representative for Fannin County	<b>PRESENTER</b>	Judy Fullylove, Energy Services Director	
<b>DISCUSSION</b>	Kim Starrett applied to represent Fannin Co as the Low-Income representative. She is a Getting Ahead participant and has been involved with various food initiatives throughout the county.			
<b>CONCLUSIONS</b>	Ms Fullylove explained that council members voted to accept the application of Kim Starrett of Fannin Co by email vote on April 5, 2022. The election was also held on April 5 <sup>th</sup> .			
<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>OUTCOME</b>		
A motion was made to accept the results of the Low-Income representative for Fannin County.	Angela Williams	Yea: 6	Nay: 0	Abstain: 0
The motion was seconded.	Trish McElvy			
<b>TOPIC 3:</b>	NA	<b>PRESENTER</b>		
<b>DISCUSSION</b>				
<b>CONCLUSIONS</b>				
<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>OUTCOME</b>		
		Yea: 0	Nay: 0	Abstain: 0

BOARD MEETING MINUTES		DATE: APRIL 19, 2022			
MEETING CALLED TO ORDER BY:	Tiffany Dancer called the meeting to order at 10:02am.				
TOPIC 4:	NA	PRESENTER			
DISCUSSION					
CONCLUSIONS					
ACTION		PERSON RESPONSIBLE	OUTCOME		
			Yea:	Nay:	Abstain:
				0	0
BOARD CHAIR SIGNATURE:			BOARD SECRETARY SIGNATURE:		

**Director's Program Report**

**E.1.** Lonnie Smith, CEO of On the Road Lending, [www.ontheroadlending.org](http://www.ontheroadlending.org), was introduced by Judy Fullylove. Mr. Smith spoke to the council about the program and how it can help low-income clients obtain a low interest loan for a used car. The program could possibly be the solution to fill transportation needs of clients. Clients can have a credit score as low as 520; once accepted into the program a client will be assigned a financial counselor. These are good used cars from 3-5 years old and are still under warranty. Clients should have a steady job and preferably housing. However, each client circumstance is different and each household is considered on a case-by-case basis. If referring clients to the program have them say that TCOG is how they learned about the program. Mr. Smith answered several questions from council members.

**E.2.** Judy Fullylove provided the council with a written Director's report. Report highlights included: a customer service center with three employees to help with telephone and email inquiries from clients. She also updated the council on the the Low-Income Water assistance program and the contract approval by TCOG's Governing Board to occur later in the week. Utility assistance is searching for a replacement for it's Collin County office to replace Mr. Michael Costello who has resigned effective May 27, 2022.

Weatherization – is moving from the 2<sup>nd</sup> floor to the 4<sup>th</sup> floor in May due to the expansion of the utility program. Weatherization is also searching for a new Inspector due to the unexpected resignation an Inspector.

CSBG – Cooke county is hosting a Bridges Out of Poverty discussion on April 27<sup>th</sup>. The event is bringing together community leaders who are interested in starting Getting Ahead Classes. Angela Williams, the new Low-Income Sector representative in Cooke County completed orientation and online Open Meetings Act and Public Information Act training. Bobbie McDonald provided a case management report.

**E.3** The Financial scorecard was presented and explained. The 2021 CEAP and LIHEAP contracts are in the closeout period. All other contracts are operating within expected timelines.

**E.4.** The council reviewed the roster. Corrections were submitted to Judy Fullylove.

**F.** Community announcements included upcoming fundraisers.

**G.** Meeting adjourned at 11:32a.m.

**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



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. A hybrid meeting option will be offered in compliance with the TX Open Meetings Act.

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 or a TCOG staff member.

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 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 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.

**Energy Services Director's Program Report  
Community Services Advisory Council Meeting  
June 21, 2022**

**Utility Assistance** – The program has fully obligated the American Rescue plan funding and will begin on the CEAP 2022 contract of \$4.2 million dollars. The program is short staffed and needs to fill a position in Collin County.

The execution of the Low-Income Housing Water Assistance Program is getting off to a slow start. Issues of concern is securing vendor agreements with water departments and what services can be paid under the agreement.

**Weatherization** – Accepted the resignation of Evan Brown, Program Manager. Mr. Brown accepted a position with the Texas Department of Housing and Community Affairs. A succession plan is underway to transition Inspector Seth Evilsizer into a leadership/management position. The program is hiring for two Inspectors.

**Community Services Block Grant (CSBG)**

**Case management and tuition assistance Clients**

Current Case management clients-13

Individuals enrolled in a training program in 2022 (including case management clients)-21

Clients that have graduated with at least one certification in 2022-7

Potential TOP clients from 2021 -11

**Getting Ahead**

Both Fannin Co. and Grayson Co. have graduated their 2022 spring classes. Fannin Co. didn't lose a student through the program. I believe they graduated 13 or 14. Grayson Co. lost 2. Both programs are gearing up to start new classes in the fall.

**Diaper Bank**

We are working on a partnership with ABBA in Gainesville to provide diapers to Cooke County residents. Grayson Co. is still distribution diapers on the 3<sup>rd</sup> Friday of each month.