

**Panhandle Community Services
Board of Directors' Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for October 21, 2021 @ 10:00am**

Board Members by Sector:

<u>Low Income</u>		<u>Private</u>		<u>Public</u>	
Lydia Villanueva	P	Genevie Sheets-Allred	A	Judge Cindy Irwin	A
Amy Taylor	P	Denese Skinner	P	Judge Rowdy Rhoades	P
Robert Coffee	P	Jo Anne Cook	P	Judge Dan Looten	P
Lori Quiroz	P	Aaron Lopez	P	Sheriff Randy Gerles	P
Amanda Quillin	P	John Sharp	P	Judge Chris Porter	P

<u>Staff</u>	<u>Position/Title</u>
Magi York	Executive Director
Robert Carlton	Chief Financial Officer
John Mejia	Asst. Director of Finance
Dennis Garvey	IT Director
Randy Cazarez	HR Director
Lylene Springer	Transit Director
Kaitlin Mosley	RSVP & Health Services Director
Christy Hilbert	Communications Director
Christina Cristan	Interim Director of Emergency Services
Audra Rea	Interim Director of Family Development
Susie Ybarra	Interim Director of Housing Choice Voucher
Melissa Darsey	Interim Director of Outreach Services
Lisa Matthyse	Executive Assistant

NOTICE – This meeting was publicized in compliance with the state open meetings law, as documented in Appendix A to these minutes. Appendix A also includes a list of the documents provided to members with the meeting notice and agenda.

Call to Order

Aaron Lopez, President, called the regular business meeting to order at 10:11 a.m. central daylight time (OS 2.4) and announced the Initial Public Comment Period. Lisa Matthyse, Executive Assistant, called roll and determined that a quorum of directors was present (OS 5.5). Magi York, Executive Director, led the prayer. Mr. Lopez led the Pledge of Allegiance and the recital of the Panhandle Community Services (PCS) mission statement. Mr. Lopez asked if the Audit and Finance Committee report could follow correspondence and the Board agreed.

Correspondence

Ms. York reported on the following:

- TDHCA Letter: 2022 PCS CAP and Budget Approval – The Texas Department of Housing and Community Affairs (TDHCA) sent PCS a letter stating that they have approved our 2022 Community Action Plan (CAP) and Budget.
- TDHCA Letter: ESG CARES 2 Plan Review – TDHCA has been monitoring expenditures for Round 2 of the CARES Act Emergency Solutions Grant (ESG). Expenditures are based on a plan in the contract showing how much should be spent by a given date. Ms. York stated that we had difficulties getting started with the grant, but that expenditures have picked up now. When our finance reports are complete, they should show that we are close to where we should be on expenditures.

Audit and Finance Committee Report (OS 8.7)

Robert Carlton, CFO, reported that we have hired John Mejia as our Assistant Director of Finance. Mr. Mejia will be in the Amarillo office on Mr. Carlton’s off-weeks. Mr. Carlton stated that two members of his staff have been out of the office recently, and he has not been able to finish the finance report for the board. His priority now is to get out the state finance reports, which are due tomorrow, and once he does, he will send the monthly finance report to the board members.

CLAS Standards Training (OS 5.8)

Board member Lori Quiroz joined the meeting at 10:25 a.m. via WebEx.

Melissa Darsey, Interim Director of Outreach Services, introduced Angela Piteris, Vice President, Interpreting Solutions at ASLI Interpreting Solutions, and said Ms. Piteris will continue with her training on CLAS (Culturally and Linguistically Appropriate Services) Standards.

Ms. Piteris referred to her presentation slides (a copy of the slideshow presentation was emailed to board members after the meeting). She gave an overview of the first three standards which fall under the theme of Governance, Leadership and the Workforce. Ms. Piteris said that our language, including our written language, and our staff should reflect our clients, and she reviewed ways to incorporate cultural diversity into our agency and develop ongoing training in culturally and linguistically appropriate policies and practices.

Board Action Items
Approval of Minutes

Minutes for the September 16, 2021 Board of Directors Board Retreat were presented by Lydia Villanueva, Secretary, and submitted for approval.

Motion: To approve the September 16, 2021 board meeting minutes as presented.
Moved By: Judge Dan Looten **Second:** Denese Skinner
Vote: **Motion carried by voice vote**

Seat New Board Member – John Sharp

Denese Skinner, Governance Committee Chair, introduced John Sharp, CFO of Moore County Hospital District, as the nominee for the Region 1 Private Sector seat. Ms. Skinner asked the board to accept Mr. Sharp’s nomination to the Board of PCS.

Motion: To accept the nomination of John Sharp to the PCS Board of Directors for the Region 1, Private Sector seat.
Moved By: Lydia Villanueva **Second:** Judge Rowdy Rhoades
Vote: **Motion carried by voice vote**

New Business
Ratify the Signing of the Following:

- Ms. York asked the board to ratify her signature on the following:
- a. Texas Emergency Mortgage Assistance Program (TEMAP) Contract #70700001015, Amendment #1 – Adding new language for administrative cost principle.

- b. FY2021 Comprehensive Energy Assistance Program (CEAP) and American Rescue Plan (ARP) Grant Contract #25210003551 for new funding in the amount of \$3,588,443.00. Grant period is 10/1/2021 – 9/30/2022.

Motion: To ratify Ms. York’s signature on the grants as presented.
Moved By: Judge Rowdy Rhoades **Second:** Sheriff Randy Gerles
Vote: **Motion carried by voice vote**

Notice of Intent to Apply and Receive Grants:

Magi reviewed the grants that we have applied for and asked the board to approve submitting the grants.

- a. The AmeriCorps Seniors American Rescue Plan Demonstration Plan Grant in the amount is \$170,000. Grant period is April 1, 2022 to March 31, 2024.
- b. The Texas Veterans Commission (TVC) General Assistance Grant in the amount of \$300,000.00. Grant period is 7/1/2022 – 6/30/2023.
- c. Continuum of Care Emergency Shelter Grant (ESG) in the amount of \$750,000.00. Grant period is 4/1/2022 – 3/31/2023.
- d. Texas Veterans Commission (TVC) Year-Three Grant for home repairs. Grant amount is \$500,000.00.

Motion: To approve submitting the grants as presented.
Moved By: Judge Chris Porter **Second:** Denese Skinner
Vote: **Motion carried by voice vote**

Resolution Amending Authorized Representatives for TexPool

Ms. York reported that most of the Account Representatives listed on our TexPool account were no longer with PCS. She asked that the board approve the resolution to change the representatives listed on the account.

Motion: To approve the Resolution Amending Authorized Representatives for TexPool.
Moved By: Sheriff Randy Gerles **Second:** John Sharp
Vote: **Motion carried by voice vote**

Ratify the Minutes of the Executive Committee
Change to Retirement Services Provider

Aaron Lopez reviewed the October 5, 2021 Executive Committee Meeting Minutes. Mr. Lopez said the committee had listened to a presentation by FirstBank Southwest and voted to approve moving PCS’ 403(b) from Mutual of America to FirstBank Southwest. Mr. Lopez asked for a motion to accept the minutes of the Executive Committee.

Motion: To ratify the minutes from the October 5, 2021 Executive Committee Meeting.
Moved By: Judge Chris Porter **Second:** Judge Rowdy Rhoades
Vote: **Motion carried by voice vote**

Committee Reports
Human Resources Committee

Lydia Villanueva, Secretary and Committee Chair, reviewed the Human Resources Committee report. Ms. Villanueva stated that Ethics Training will be presented at Saturday’s All-Staff Day and Sexual Harassment Training

will be conducted by the end of the year. The new employee handbook and the plan to move our 403(b) to FirstBank Southwest will also be presented at All-Staff Day. The new retirement plan will go into effect on January 1, 2022. The new handbook went into effect on October 1, 2021. Ms. Villanueva further reported that Randy Cazarez, HR Director, is working with our HR consultant to update PCS job descriptions in order to create a succession plan for the agency. Ms. Villanueva said that fourteen positions were filled in the third quarter, and that the committee approved procedures for assigning documents to employees.

Motion: To approve the Human Resources Committee Report.
Moved By: John Sharp **Second:** Robert Coffee
Vote: **Motion carried by voice vote**

Program Committee (OS 5.9)

Judge Rowdy Rhoades, Vice-President and Committee Chair, gave the floor to Kaitlin Mosley, RSVP and Health Services Director and Committee Lead. Ms. Mosley referred to the program reports included in the packet and explained how to read the revised format. She reviewed highlights from the following program reports: Weatherization, Texas Veterans Commission (TVC), Transportation, Retired and Senior Volunteer Program (RSVP), Communications, Information Services, Housing Choice Voucher Program (HCV), Comprehensive Energy Assistance Program (CEAP and CEAP CARES), Earned-Income Tax Credit Program (EITC), Family Development (Community Services Block Grant - CSBG), Emergency Solutions Grant (ESG), and Texas Emergency Mortgage Assistance Program (TEMAP). In response to a question regarding the budget for Communications, Ms. York stated that Communications does not have a cost center at this time and that Christy Hilbert, Communication Director, uses the Indirect Cost Pool.

Motion: To accept the Program Committee Report.
Moved By: Judge Chris Porter **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

Executive Director's Report

Ms. York reported on the following:

- a. Donley County Health Fair 10/28/2021 – Ms. York reminded board members that they need to attend at least one community event each year. Ms. Matthyse will send board members a list of upcoming community events. Ms. York also invited board members to PCS' annual Festival of Trees Fundraiser.
- b. Board Member Engagement Series – Ms. York said she would like to begin a series of talks to encourage board member engagement. At each board meeting, one board member would talk about why they joined the board and what this board means to them. Ms. Villanueva launched the series and spoke about her experiences on the board.
- c. Staff Retreat Report – Ms. York said the retreat was meant for us to look at where PCS is today and see where the agency should be tomorrow. PCS Program Directors were joined by Lydia Villanueva, and they discussed our Strategic Plan and our progress on the Pathways to Excellence standards. The group created a 90-day plan to move forward with Pathways and the Strategic Plan. Ms. Villanueva reminded the Board that they have a role in the Strategic Plan and asked Ms. Matthyse to email board members a copy of the Strategic Plan.
- d. Congressional Inquiries – Ms. York said we have had three congressional inquiries from Congressman Jackson into our HUD program. We have resolved all three of the inquiries.

Motion: To accept the Executive Director's report as presented.
Moved By: Jo Anne Cook **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Public Comment Period

Mr. Lopez called for public comment. No public comments were made.

The Promise of Community Action

Mr. Lopez led the board in reciting the Promise of Community Action:


Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Motion to Adjourn

Motion: To adjourn.
Moved by: Judge Chris Porter **Second:** Robert Coffee
Vote: **Motion carried by voice vote**

Hearing no objections meeting was adjourned at 11:55 a.m. (OS 2.4).

I hereby certify that this is a true and correct copy of the minutes approved by the Panhandle Community Services Board of Directors on November 18, 2021.

Signature: 
Name: Lydia Villanueva
Title: Board Secretary
PCS Board of Directors' Meeting Minutes, October 21, 2021