

**Panhandle Community Services
Board of Directors' Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for November 17, 2022 @ 10:00am**

Board Members by Sector:

<u>Low Income</u>		<u>Private</u>		<u>Public</u>	
Lydia Villanueva	P	Denese Skinner	P	Judge Cindy Irwin	P
Amy Taylor	P	Jo Anne Cook	A	Judge Rowdy Rhoades	P
Robert Coffee	A	Aaron Lopez	P	Judge Dan Looten	P
Amanda Quillin	P	John Sharp	P	Comm. Kirk Frye	P
Audriana Vandiver	A	Brian Gillispie	P	Judge Chris Porter	A

<u>Staff</u>	<u>Position/Title</u>
Magi York	Executive Director
Robert Carlton	Chief Financial Officer
John Mejia	Asst. Director of Finance
Dennis Garvey	Information Services Director
Randy Cazarez	Human Resources Director
Lylene Springer	Transportation Director
Kaitlin Mosley	RSVP & Health Services Director
Christy Hilbert	Communications Director
Christina Cristan	Energy Assistance Director
Audra Rea	Family Services Director
Susie Ybarra	Housing Choice Voucher Program Director
Melissa Darsey	Outreach Services Program Director
Alex Hughes	Weatherization Director
Lisa Matthyse	Executive Administrative 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. Appendix B includes committee meeting minutes.

Call to Order

Judge Cindy Irwin, President, called the regular business meeting to order at 10:02 a.m. central standard time (Organizational Standard 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). Judge Irwin led the Pledge of Allegiance and the recital of the Panhandle Community Services (PCS) mission statement and vision statement. Magi York, Executive Director, led the prayer.

Board Training: Neighborhood Safety (OS 5.8) (PTE 1.1; 1.3) (25-minute Board Training Session)

Judge Irwin stated that one of the main concerns of low-income families who attended the Bridge Builders Luncheon last June was neighborhood safety. She asked Oscar Herrera, CEAP Program Specialist, to introduce

today's guest, Cpl. Jeb Hilton of the Crime Prevention Unit with the Amarillo Police Department (APD). Mr. Herrera introduced Cpl. Hilton and said he would speak on Public Safety. Cpl. Hilton spoke about APD's work on Project Safe Neighborhood and the implementation of Neighborhood Police Units. He said that the projects have improved relationships with the community. Cpl. Hilton and the Board discussed crime prevention in rural areas, gun violence, gang violence, the effects of social media on crime, homelessness, mental health issues and recruitment for APD, and ways that the Board can help promote neighborhood safety. Cpl. Hilton handed out his business cards and Mr. Herrera passed out information on APD and crime statistics.

Introduce Guest

Ms. York introduced Stephen Jung from the Texas Dept. of Housing and Community Affairs (TDHCA). She said Mr. Jung was here to work with us on the monitoring and to help answer our questions. Mr. Jung will stay after the Board meeting to answer any questions. Ms. York encouraged Board members to stay after the meeting to speak with Mr. Jung.

Seat Board Member to Region 3 Private Sector

Denese Skinner, Governance Committee Chair, introduced Brian Gillispie as the nominee for the Region 3 Private Sector Board seat. Mr. Gillispie said he is the President of First State Bank, Spearman and has a municipal background having served as mayor of Spearman and on their city council. Ms. Skinner made a recommendation on behalf of the Governance Committee to seat Brian Gillispie to the Board.

Motion: To seat Brian Gillispie to the Region 3, Private Sector seat on the Board.
Moved By: Judge Dan Looten **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

Consent Agenda

Judge Irwin referred to the Consent Agenda and asked if there were any questions. Hearing none, Judge Irwin asked for a motion to approve the consent agenda. (The consent agenda and all reports associated with it were included in the Board Packet. Reports included correspondence; minutes from the October 20, 2022, Board of Directors Meeting, Programs Committee Meeting, Resource Development Meeting, and Audit and Finance Committee Meeting, and the Strategic Planning Committee Minutes for the quarter; a list of signed items presented for ratification by the Board; a list of grants submitted/received; and, the *Three Things for the Board to Know* program highlight report.)

Motion: To approve the consent agenda.
Moved By: John Sharp **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Board Engagement Series (OS 4.4; OS 9.3)

John Sharp, Board Treasurer, spoke about the recent Weatherization Day Celebration hosted by PCS. Mr. Sharp said that there were several vendors and community groups present, as well as some Board members. He commented on the collaboration among the groups and said 'it takes a village to take care of a community'. Ms. York spoke about our partnerships with the vendors who attended the event, and gave examples of the ways they have helped our families.

2023 CEAP Service Delivery Plan

Christina Cristan, Energy Assistance Director, presented the Comprehensive Energy Assistance Program (CEAP) Service Delivery Plan for 2023. Ms. Cristan reviewed each section of her report, noting that some of the data was collected from TDHCA and some from a resource called CAP Engagement. She said the data includes demographic information that helps us estimate how many households we will be able to serve in 2023. Ms. Cristan reviewed the Service Delivery Plan and reported that we will again use lump-sum payments for utility assistance. She stated that the payments go directly to the utility vendors and, if the account is closed, any remaining balance would be returned to PCS. She said the use of lump-sum payments reduces the number of calls from clients and vendors that we would get when we made monthly payments. (The Service Delivery Plan was included in the Board Packet.)

Motion: To approve the 2023 CEAP Service Delivery Plan.
Moved By: Lydia Villanueva **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

Atmos Energy Share the Warmth and Special Donation Policy

Ms. Cristan stated that PCS received a check for \$20,000.00 from Atmos Energy at the Weatherization Day Celebration. She explained that such special donation funds are separate from CEAP funds and can be more flexible. Special donation funds can be used for gas line repairs or to buy gas appliances. Atmos Energy also has Share-the-Warmth funds which can be used for items that CEAP does not cover, such as deposits and fees. Ms. Cristan asked that the Board approve the Atmos Energy Share-the-Warmth and Special Donation policy. (The policy and procedures for using the funds were included in the packet.)

Motion: To approve the Atmos Energy Share the Warmth and Special Donation Policy.
Moved By: John Sharp **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Superior Health Grant

Audra Rea, Family Services Director, gave a report on the success of the Hygiene Closets. Ms. Rea reported that Superior Health contacted us in the spring to set up hygiene closets in Moore and Potter counties. Soon after, we expanded the program to Hereford. The grant for the Hygiene Closets has now been renewed for \$15,000.00 or six months. After the first of the year, Superior Health will reevaluate us to see if we can add additional hygiene closets in our other centers. Ms. Rea stated that the hygiene closets are open once a month, but people can receive assistance on an individual basis at any time, and there are no income restrictions. Everyone who attends receives toilet paper and their choice of five items. Ms. Rea stated that, as part of our contract with Superior Health, we do not collect names or income information from the families who come to the hygiene closets, but we did get permission from Superior Health to ask for the number of persons in the household and their gender, in order for us to better serve the families. Ms. Rea reviewed the process for purchasing supplies for the hygiene closets and our plans to expand the program to other centers.

Finance Report (OS 8.7) (PTE 6.1)

Robert Carlton, CFO, presented the September Finance Report. Mr. Carlton stated that they will be adding staff to the Finance department and are interviewing for another Senior Accountant. Mr. Carlton reviewed the difficulties with payroll and stated that they need more training in MIP. They will delay until July to bring payroll

internally. Mr. Carlton said he will present the 2023 agency-wide budget to the Board in December and will review the updates to the Finance Manual with the Board in December or January. Mr. Carlton reported that we may be able to move into the new Dimmitt center by the end of the year. He said we are awaiting word from JBS regarding the matching funds for the Dumas center.

Mr. Carlton reviewed the balance sheet, comparative balance sheet, and grant summary. Ms. York noted that we have hired two grant writers to help with RFPs and grants. Mr. Carlton reported on County funds and said that most of the funds were used for crisis services. He reported on Unrestricted Funds and said that the fund was set up for remodeling and construction projects, such as the centers in Dumas and Dimmitt. (The August Finance Report, Balance Sheet, Comparative Balance Sheet, Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program), County Funds and Unrestricted Funds were included in the packet sent to the Board.)

Judge Irwin asked for a motion to accept the Finance Report.

Motion: To accept the Finance Report.
Moved By: John Sharp **Second:** Comm. Kirk Frye
Vote: **Motion carried by voice vote**

Executive Director's Report

Ms. York presented her Executive Director's Report:

- TDHCA Monitoring Review – Ms. York said that Stephen Jung from TDHCA will meet with Board members after today's meeting to discuss their concerns with the monitoring process. Weatherization and Finance staff will then meet with Mr. Jung to discuss the October 18, 2022, monitoring review letter and how they should respond to the request for additional documentation.
- Staff Changes – Ms. York stated that she has decided to reinstitute the position of Family Services Director and that Audra Rea will fill the position. Ms. Rea will manage all of her current programs plus the housing programs. Susie Ybarra, the current Director of the Housing Choice Voucher Program, is moving to a new position as a traveling director who will be coordinating efforts in our rural centers. Ms. Rea will have three assistant directors working under her. Amanda Hyppolite will be the Assistant Director of HUD, and Amy Francis and Lori Covil will share the remaining programs under Family Services.
- Staff PTO – Ms. York reviewed the agency's policy on staff PTO and asked that the Board consider the following two proposed changes: 1) Once a year, staff members will be required to take five consecutive PTO days. 2) The agency will be closed the last week of the year and staff will be asked to use PTO in conjunction with the paid holidays to be paid for the week. (Ms. York noted that there would need to be exceptions for the transportation department.) Discussion followed. Board members stated that they agreed with both proposals. Ms. York stated that she would work with Randy Cazarez, HR Director, and Lylene Springer, Transportation Director, to update our PTO policies.

Ms. York asked for a motion to accept her report.

Motion: To accept the Executive Director's report as presented.
Moved By: Aaron Lopez **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

