

**Panhandle Community Services
Board of Directors' Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for November 18, 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	P
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 Geris	A
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 10:05 a.m. central standard 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.

CLAS Standards Training (OS 5.8)

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

Ms. Piteris referred to her presentation slides and reviewed “CLAS Standards 5-8: Communication and Language Assistance.” (A copy of the slideshow presentation was emailed to board members after the meeting.) Ms. Piteris noted that the standards in this section are mandated by Federal law and gave a summary of how they apply to PCS. Ms. Piteris explained that agencies should ‘offer language assistance to individuals who have limited English proficiency and/or other communication needs, at no cost to them, to facilitate timely access to all healthcare and services’ (Standard 5); ‘inform all individuals of the availability of language assistance services clearly and in their own language...’ (Standard 6); ‘ensure the competence of individuals providing language assistance...’ (Standard 7); and ‘provide easy-to-understand print and multimedia materials and signage in the languages commonly used by the populations in the service area’ (Standard 8).

Board Engagement Series: Aaron Lopez

Mr. Lopez spoke about the impact of PCS in peoples’ lives and the pride he feels in being a part of the agency. He commented on how much he has learned as a member of PCS’ Board of Directors and commended the other Board members for the volunteer service to PCS.

Board Self-Assessment

Ms. Matthyse asked Board members to fill out the self-assessment surveys included in their folders. The assessments cover both individual performance and performance by the Board as a whole. The surveys will be reviewed at the Annual Board Meeting and used to help determine future training topics.

Board Action Items

Approval of Minutes

Minutes for the October 21, 2021 Board of Directors Meeting were presented by Lydia Villanueva, Secretary, and submitted for approval.

Motion: To approve the October 21, 2021 Board Meeting minutes as presented.
Moved By: Judge Rowdy Rhoades **Second:** Denese Skinner
Vote: **Motion carried by voice vote**

Remove Board Member

Denese Skinner, Governance Committee Chair, asked the Board to consider the removal of Genevie Sheets-Allred from the PCS Board of Directors due to poor attendance. According to PCS bylaws, a Board member is subject to removal after three or more unexcused absences in a twelve-month period. Ms. Skinner reported that Mrs. Sheets-Allred has had eight such absences in the last year. Ms. Skinner asked for a motion to remove Mrs. Sheets-Allred from the Board.

Motion: To remove Genevie Sheets-Allred from the PCS Board of Directors.
Moved By: Lydia Villanueva **Second:** Judge Dan Looten
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. Department of Energy (DOE) Weatherization contract #56210003520 for \$198,503 amendment #1 execution date 10/15/2021 changing Allowable Expenditures to reflect budgeted amount of \$1,000 for audit services, align language of Section 19 with other contractual requirements, and the Budget and Performance statement in Exhibit A removed in its entirety and replaced with language to align with requirements. (This is a major change removing the ability to allow contractors to complete work during the 45-day period.)
- b. Low-Income Home Energy Assistance Contracts (LIHEAP) contract #81210003425 for \$467,260 amendment #2 execution date 10/15/2021 extending the contract term to March 21, 2022 from December 31, 2021, Section 19--Technical Assistance and Monitoring aligning language with other contractual requirements, and Exhibit A. Budget and Performance statement replacing in its entirety and replaced with language stating that all work must be completed and inspected by end date listed in contract terms (3/31/22) allowing no work to be completed during the 45-day closeout and allowing only minimal administrative cost to be incurred. (This is a major change and removes the ability for staff and contractors to use closeout period for completion of jobs.)

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

2022 CEAP Service Delivery Plan

Christina Cristan, Interim Director of Emergency Services, presented the 2022 Comprehensive Energy Assistance Program (CEAP) Service Delivery Plan (SDP) (included in the board packet) which is submitted each year to the Texas Department of Housing and Community Affairs (TDHCA). Ms. Cristan reviewed each section in the SDP and noted the changes from last year. The Board discussed several points including the hours of service in our rural centers and the use of temperature charts to document extreme weather for the Household Crisis component of utility assistance. After answering Board members’ questions, Ms. Cristan asked for a motion to approve submitting the plan to TDHCA.

Motion: To approve submitting the 2022 CEAP Service Delivery Plan to TDHCA.
Moved By: Judge Cindy Irwin **Second:** Judge Chris Porter
Vote: **Motion carried by voice vote**

2022 Fair Market Rent and Payment Standards

Susie Ybarra, Interim Director of the Housing Choice Voucher Program, stated that the US Dept. of Housing and Urban Development (HUD) requires that we annually review the fair market rates and establish payment standards for our service area. Ms. Ybarra explained that the payment standard is the maximum rent we can pay landlords based on bedroom size, and that HUD allows us to set the rate between 90% and 110% of fair market rates. Ms. Ybarra referred to the 2022 Fair Market Rent and Payment Standards report (included in the packet) and recommended that PCS set payment standards at the maximum percentage of fair market rates for each county in an effort to attract new landlords and improve the quality of housing for our families. Ms. Ybarra answered Board members’ questions, then asked the Board to approve the 2022 Payment Standards.

Motion: To approve the 2022 Payment Standards.
Moved By: Judge Rowdy Rhoades **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

Financial Report (OS 8.7)

Robert Carlton, CFO, reviewed the September 2021 and October 2021 Finance Reports. Mr. Carlton reviewed the Balance Sheet, Balance Sheet Comparison, Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program), County Funds, and Unrestricted Funds for both months. (All reports were included in the board packet.) During the Grant Summary report for September, Mr. Carlton gave a detailed explanation of the way administrative funds were spent under CEAP CARES.

Judge Dan Looten noted errors on the October finance reports. Mr. Carlton stated he would send the Board the corrected reports after the meeting.

Motion: To approve the Finance Reports as presented.
Moved By: Judge Rowdy Rhoades **Second:** Robert Coffee
Vote: **Motion carried by voice vote**

Human Resources Report

Randy Cazarez, HR Director, reported on our progress with succession planning for all PCS leadership positions and on our progress with staff performance evaluations. Mr. Cazarez said he would send out Ms. York's performance evaluation by the end of the month for Board members to fill out and return by the annual meeting. Mr. Cazarez reviewed staff training and agency policies, and what he expects to see in the coming year. He noted that he included our new phone directory in the board packet and that the directory has been updated to include newly created positions and new staff members' information. Ms. Villanueva pointed out that the service hours for some of the centers had not been updated. Mr. Cazarez said he will have a corrected directory sent out.

Motion: To approve the Human Resources Report as presented.
Moved By: John Sharp **Second:** Denese Skinner
Vote: **Motion carried by voice vote**

Programs Report: Three Things for the Board to Know (OS 5.9)

Kaitlin Mosley, RSVP and Health Services Director, referred to the "Three Things for the Board to Know" program highlight report included in the packet and gave a summary of the following programs: Weatherization, Texas Veterans Commission (TVC), Transportation, Retired and Senior Volunteer Program (RSVP), Health Services, 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).

Motion: To accept the Programs Report as presented.
Moved By: Judge Rowdy Rhoades **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Executive Director's Report

Ms. York reported on the following:

- a. 2022 Wage Scale – We discussed cost of living increases and opted to go with 1.5%. When considering wage increases for staff, program managers are allowed to do just the cost of living raise or the cost of living raise plus the Step Increase.

- b. Report on Judges' Meeting in Dumas – We had our first Judges' Meeting on November 10th in Dumas, Texas. Our goal was to meet with area officials and community workers and give them information about the work PCS does in their community. As a result of our discussions at the meeting, we are planning to meet with local pastors in the Dumas area to discuss issues they see in the community. We are also planning four more Judges' Meetings in the coming weeks to be held in different sectors of our service area.
- c. PCS Board of Directors Annual Meeting – We will have our Annual Meeting on December 16, 2021 at the Bishop DeFalco Retreat Center. As required by PCS bylaws, we will vote on a new slate of officers for the coming year, designate the number of members to serve on our Board of Directors, and review the five areas for sector distribution.

Motion: To accept the Executive Director's report as presented.
Moved By: Judge Cindy Irwin **Second:** Judge Rowdy Rhoades
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:

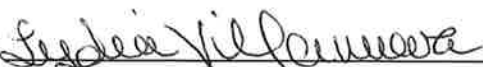
Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Motion to Adjourn

Motion: To adjourn.
Moved by: Judge Dan Looten **Second:** Judge Cindy Irwin
Vote: Motion carried by voice vote

Hearing no objections meeting was adjourned at 12:01 p.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 December 16, 2021.

Signature: 
Name: Lydia Villanueva
Title: Board Secretary
PCS Board of Directors' Meeting Minutes, November 18, 2021