

**Panhandle Community Services
Board of Directors Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for April 20, 2023, @ 10:00 am**

Board Members by Sector:

Low Income

Lydia Villanueva	P
Amy Taylor	P
Robert Coffee	P
Amanda Quillin	P
Teresa Lane	P

Private

Denese Skinner	P
Aaron Lopez	P
John Sharp	P
Brian Gillispie	P
Vacant Seat	

Public

Judge Cindy Irwin	P
Judge Rowdy Rhoades	P
Judge Dan Looten	P
CM Esmeralda Mills	P
Judge Chris Porter	P

Staff

Position/Title

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
Audra Rea	Family Services Director
Susie Ybarra	Community Relations Director
Melissa Darsey	Outreach Services Program Director
Benita San Miguel	Interim Weatherization Director
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. 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 daylight 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.

Consent Agenda (OS 5.9)

Judge Irwin referred to the Consent Agenda and asked if there were any questions. Hearing none, Judge Irwin requested a motion to approve the consent agenda. (The consent agenda and all associated reports were included in the Board Packet. Reports included the March 16, 2023, Board of Directors Meeting Minutes; March 10, 2023, Strategic Planning Committee Meeting Minutes; February 23, 2023 Audit and Finance, Programs, and Resource Development Committee Meetings Minutes; March 13, 2023, Executive Committee Meeting Minutes; March 16, 2023, Governance Committee Meeting Minutes; a list of signed items presented for ratification by the Board; a Notice of Intent to apply and receive grants; and the “Three Things for the Board to Know” Program Highlight Report (OS5.9).)

Motion: To approve the consent agenda.

Moved By: Lydia Villanueva

Second: Brian Gillispie

Vote: Motion carried by voice vote

Board Training: Board Roles (OS 5.8)

Roxanne Ball presented “Board Essentials: The Duties and Power of Boards.” Ms. Ball said that a Board member’s role was to be an ambassador to the community. She said that the agency must meet certain standards to maintain its 501c3 status and that Board members carry out their responsibilities to the agency by ensuring the prudent use of all assets, reviewing and understanding materials before meetings, contributing during meetings, and being a part of the decision-making process.

Ms. Ball reviewed the following responsibilities:

1. Duty of Care
2. Duty of Loyalty
3. Duty of Obedience
4. Set the Mission of the Organization and Regularly Review the Mission Statement
5. Select the Director and Determine Compensation
6. Ensure Adequate Resources
7. Preserve the Organization’s Financial Standing
8. Private Inurement
9. Conflict of Interest
10. Adhere to Legal Responsibilities

Ms. Ball reviewed issues that the Attorney General frequently investigates. She reminded the Board that they sit at the top of the organization and have great power and responsibility.

Board Engagement Series

Friona City Council Member Esmeralda Mills spoke about her service as the PCS Board of Directors’ Public Sector Representative from Region 5. Ms. Mills stated that she liked bringing services to her community and felt that PCS aligned with her purpose. She said she was grateful for the opportunity to serve on the Board of Directors at PCS.

Bragging Rights

- Weatherization Classes at Amarillo College - Board member Denese Skinner, Vice-President of Student Affairs at Amarillo College, spoke about the weatherization classes added to the AC curriculum. Magi York gave an update on PCS's work with Ernie Sheets, the head of the program at AC. Ms. Skinner also stated that AC was in the running for "Top Ten Community Colleges in America." She said that the equity AC had was the outcome of their students.
- Utility Assistance – Cindy Grimaldo, CEAP Department Assistant, reported on the successes of CEAP (Comprehensive Energy Assistance Program) and LIHWAP (Low-Income Household Water Assistance Program). Ms. Grimaldo reported that the department had taken 1,552 applications and spent \$1.6 million in CEAP and \$40,000 in LIHWAP funds this year. She said those numbers usually took six months to achieve, and they did it in four.
- Certified Interview Coach – Audra Rea, Family Services Director, reported that one of her department's Career Coaches, Annette Lusk, had recently become a Certified Interview Coach. Ms. Rea praised Ms. Lusk's high marks on the course.
- HUD Stability Vouchers – Ms. Rea stated that the agency had applied for HUD Stability Vouchers and had gone through the competition for Rural CoC (Continuum of Care). She reported that PCS was recently awarded the vouchers.

Legislative Action Day Recap

Ms. Rea reported on the Texas Association of Community Action Agency's (TACAA) Legislative Action Day in Austin. Ms. Rea reported that she and other staff members spoke with several legislators about the inequities faced by the elderly and families in rural areas when funds are sent out of state. She spoke about the lack of one-on-one connection when applications for assistance were offered from a third party in an online-only format. Ms. Rea said they also spoke with legislators about Medicaid expansion, continuing the LIHWAP program, the PCS Bridge Builders luncheon in September, and the agency's weatherization monitoring.

May 2nd Event

Kaitlin Mosley, RSVP and Health Services Director, stated that PCS would be hosting a superhero-themed event on May 2nd, funded by the Children's Defense Fund, to promote the expansion of Medicaid. Ms. Mosley said the event would celebrate Community Action Month. She noted that there would be no outside vendors, only PCS Programs organizing games and promoting the agency. She stated that a meal would be provided for staff and families attending the event. Ms. Mosley invited Board members to attend.

Updates to Agency Policies

Randy Cazarez, Human Resources Director, referred to the policy updates document in the Board packet and stated that the Whistleblower, Conflict/Dispute Resolution, and Grievance policies had been updated. Mr. Cazarez stated that the reporting body listed in the policies was changed from the Governance Committee to the Executive Committee. He also reported that high-level grievances were redefined to include grievances involving the CFO and Human Resources Director as well as the Executive Director. Mr. Cazarez stated that high-level grievances must be made in writing and that they would be placed in a

sealed envelope upon receipt and delivered to the Executive Committee Member-at-Large. Mr. Cazarez asked for a motion to approve the updates to the policies.

Motion: To approve the updates to the Whistleblower, Conflict/Dispute Resolution, and Grievance Policies as presented.
Moved By: Judge Chris Porter **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Strategic Plan Update

Amy Taylor, Strategic Planning Committee Chair, stated that the committee had been meeting with department contacts over the last few months to review the goals of the Strategic Plan. Ms. Taylor said that strategic goals were two- to five-year goals. Melissa Darsey, Outreach Services Director and Committee Lead, said that committee meetings educated members on the Strategic Plan and encouraged them to stretch their goals beyond day-to-day compliance. Ms. Darsey said that committee members would give a comprehensive update to the Board at the retreat in July. She reported that committee members had set up regular meetings with department heads as their contacts to get a better idea of their programs' Key Measurable Results (KMRs).

Transit Maintenance Facility Update

Lylene Springer reported on the status of the Transit Maintenance Facility. Ms. Springer described the planning and approval process, which began thirteen years ago, and the delays due to COVID and the recent price increases for supplies. She said she would meet with the building's architect in mid-May and then put the project out for bid. Ms. Springer reported that the last bid was \$17 million, but the cost was reduced to \$14 million. She said the architect moved the wash bay to be flush with the building, which brought the cost down. Ms. Springer said she would bring the final bid to the board when the bidding process was completed.

Signature Authority Policy

Judge Irwin asked if everyone had reviewed the Signature Authority Policy included in the packet. Ms. York explained that the policy allowed other individuals to sign contracts in the absence of the Executive Director or CFO. She said the policy would be included in the Finance Manual. Ms. York asked for a motion to approve the policy.

Motion: To approve the Signature Authority Policy.
Moved By: Rowdy Rhoades **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

2023 Agency-wide Budget (OS 8.9)

Robert Carlton, CFO, handed out copies of the corrected 2023 Agency-wide Budget. Mr. Carlton stated that the budget was current except for some funds that had been recently received. He stated that he believes the budget should be presented to the Board quarterly. Mr. Carlton reported two potential deficits. He said that the Housing Assistance Fund (HAF) would have a deficit unless they were allowed to

use the federal Indirect Cost Rate with the grant. Mr. Carlton also reported that Weatherization had a deficit but should get more funds in the coming months. Discussion followed. Mr. Carlton asked the Board to approve the budget with the corrections.

Motion: To approve the 2023 Agency-wide Budget with corrections.
Moved By: Judge Dan Looten **Second:** Judge Chris Porter
Vote: Motion carried by voice vote

Audit and Finance Committee Report

John Sharpe reported that the Audit and Finance Committee had met to discuss creating an investment policy and that he had asked Mr. Carlton to write a policy that was specific to PCS. Mr. Sharp said that the committee voted to recommend moving Board restricted funds to a CD and asked the Board to approve the committee's recommendation. Ms. York said the Board restricted funds were the \$600,000 dedicated for use by Transit. Mr. Sharp requested a motion to move the unrestricted funds to a CD.

Motion: To move unrestricted funds to a CD.
Moved By: Lydia Villanueva **Second:** Judge Rowdy Rhoades
Vote: Motion carried by voice vote

Finance Report (OS 8.7)

Mr. Carlton reviewed the Finance Report for February. He stated that our auditors had begun working on the audit and that the financials should be done by the end of April. He said they would present the audit at the Board Retreat. Mr. Carlton reported that the adjustments had been made on the Health Insurance issue reported last month and that they recovered all but about \$10,000. Mr. Carlton reviewed the cost allocations outlined in the Finance Memo and said he hoped TDHCA would accept how they were doing allocations. Mr. Carlton said he would keep the Board informed about TDHCA's decision.

Mr. Carlton reviewed the Balance Sheet and noted the entries on some pre-paid accounts. Discussion followed. Mr. Carlton said he would review the entries again. Mr. Carlton reviewed the Comparative Balance Sheet and the Grant Summary, noting the closed grants. He reported on Local Funds, which is a summary of all county funds. He said he would provide information on individual county funds upon request. Mr. Carlton stated that the General Fund was expected to run a deficit. He said the General Fund comes from our fundraising, and the funds were used to pay over-reaching grants.

(The February 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: Amy Taylor **Second:** Amanda Quillin
Vote: Motion carried by voice vote

