

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

Board Members by Sector:

Low Income

Lydia Villanueva
 Pastor Rusty Hancock
 Amy Taylor
 Cindy Sheets
 Robert Coffee

P
P
P
P
A

Private

Genevieve Sheets
 Denese Skinner
 Jo Anne Cook
 Aaron Lopez
 Tim Cooper

A
P
P
P
P

Public

Judge Cindy Irwin
 Judge Rowdy Rhoades
 Judge Dan Looten
 Sheriff Randy Geris
 Comm. Juan Cantu

P
P
P
P
P

Staff

Magi York
 Robert Carlton
 Mary Twitty
 Dennis Garvey
 Randy Cazarez
 Lylene Springer
 Kaitlin Mosley
 Christy Hilbert
 Audra Rea
 Lisa Matthyse

Position/Title

Exec. Director
 Chief Financial Officer
 Family Services Director
 IT Director
 HR Director
 Transit Director
 RSVP Director
 Communications Director
 Family Dev. Asst. Director
 Executive Assistant

NOTICE – This meeting was publicized in compliance with the state open meetings law, as documented in Attachment A to these minutes. Attachment 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 10:00 a.m. central standard time (OS 2.4.) Mr. Lopez announced the Initial Public Comment Period. Lisa Matthyse, Executive Assistant, called roll and determined that a quorum of directors was present (OS 5.5.) Mr. Lopez led the Pledge of Allegiance and the recital of Panhandle Community Services’ mission statement. Pastor Rusty Hancock led prayer.

Correspondence

Magi York, Executive Director, reported on the following:

- 2021 CEAP Service Delivery Plan Approval Letter
- PCS FY20 Transportation Assessment
- 2019 Audit Approval Letter (not on agenda)

Board Action Items

Approval of Minutes

Minutes for the December 17, 2020 Annual Board of Directors Meeting were presented by Aaron Lopez and submitted for approval.

Motion: To approve the December 17, 2020 board meeting minutes as presented.
Moved By: Judge Dan Looten **Second:** Comm. Juan Cantu
Vote: **Motion carried by voice vote**

Old Business

Discussion and Approval of

Mary Twitty, Family Services Director, reported on the update to Tab 6b ('Production Schedule Tool', included in the packet) of the CEAP Service Delivery Plan.

Randy Cazarez, Human Resources Director, reported on the board's request to create a Staff Assistance Fund for those affected by COVID. Mr. Cazarez reviewed the "Employee Assistance" policy which is included in the packet.

Motion: To approve the Staff Assistance Fund
Moved By: Judge Rowdy Rhoades **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

New Business

Notice of Intent to Apply and Receive Grants:

Christy Hilbert, Communications Director, presented the following for approval:

Grants Submitted

- a. Mural Grant Program - The Mural Grant Program through the City of Amarillo is for a mural to be painted by the group Blank Spaces on the front of the PCS building. The grant amount is \$5000.

Some concerns over the expense of the matching grant and the needs of outlying counties were raised and addressed. After discussion, there remained one dissenting opinion.

Motion: To approve submitting the Mural Grant Program.
Moved By: Judge Rowdy Rhoades **Second:** Judge Dan Looten
Vote: **Motion received 11 ayes**
Motion received 1 nay from Sheriff Randy Geries
Motion carried by voice vote

Magi York, Executive Director, reported on the following:

Grants Awarded

- a. Emergency Solutions Grant - The Emergency Solution Grant provides rental assistance and family development services to families that are homeless (Rapid Rehousing) and about to become homeless and impacted by COVID-19. The grant period is January 1, 2021 - March 31, 2022. The grant amount is \$1,418,128.

Motion: To approve the acceptance of the Emergency Solutions Grant
Moved By: Sheriff Randy Geries **Second:** Judge Rowdy Rhoades
Vote: **Motion carried by voice vote**

Ratification of the Executive Director's Signature:

Ms. York asked the board to ratify her signature on the following:

- a. 2021 Community Services Block Grant Program (CSBG) Contract #61210003459 in the amount of \$143,010. Contract dates January 1, 2021 to December 31, 2021.
- b. 2021 Comprehensive Energy Assistance Program (CEAP) Contract #58210003397 in the amount of \$3,474,339. Contract dates January 1, 2021 to December 31, 2021.

Motion: To ratify the signing of the grants as listed above.
Moved By: Pastor Rusty Hancock **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

Board Resolution

Magi York presented a resolution for the signing of the purchase contract for the Friona building where PCS rents office space. The resolution would authorize Ms. York to represent PCS and designate her with signature authority (see Board Resolution included in the packet.)

Motion: To approve a resolution for Ms. York to enter into a contract for the property.
Moved By: Pastor Rusty Hancock **Second:** Sheriff Randy Geries
Vote: **Motion carried by voice vote**

Financial Report (OS 8.7)

Robert Carlton, CFO, reviewed the Financial Summary as of December 31, 2020. The Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program,) Balance Sheet, Balance Sheet Comparison, and Summary of Unrestricted Funds were reviewed as part of his board training presentation (see below.) All reports were including in the packet.

Board Training (OS 5.8)

Robert Carlton, CFO, gave a training presentation over “How to Read a Financial Statement.” The presentation included a line-by-line review of the Balance Sheet, Comparative Balance Sheet, Grant Summary, and Summary of Unrestricted Funds. An annotated balance sheet was used in the presentation, and shared with board members via WebEx.

Motion: To accept the financial report as presented.
Moved By: Judge Cindy Irwin **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Judge Cindy Irwin entered the meeting at 11:00 a.m., approximately halfway through the training presentation.

IT Annual Report (OS 5.9)

Dennis Garvey, IT Director, reviewed the IT Annual Report (included in the packet.) Mr. Garvey gave an overview of his cost/benefit analysis of the services his department provides to the agency.

Motion: To approve the annual IT report as presented.
Moved By: Denese Skinner **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

Program Reports (OS 5.9)

Ms. York stated that the board will receive our regular ‘Red Light / Green Light’ reports on months when we have committee meetings (even months.) On months without committee meetings (odd months,) Ms. York will present a new report called ‘Programs: Three Things for the Board to Know.’ The report will include highlights from each of our programs. Ms. York reviewed the ‘Programs: Three Things for the Board to Know’ report included in the packet and called for questions or comments. Discussion followed.

Motion: To approve the program report as presented.
Moved By: Sheriff Randy Geries **Second:** Pastor Rusty Hancock
Vote: **Motion carried by voice vote**

Executive Director’s Report

Ms. York, Executive Director, reported on the following:

- Status of Governance Committee

- Board Calendar
- TDHCA Training
- TACAA New Executive Director
- All-Staff Call

Motion: To accept the Executive Director’s report as presented.
Moved By: Judge Cindy Irwin **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

Public Comment Period

Mr. Lopez called for public comment. There were no public comments made.

The Promise of Community Action

Mr. Lopez read 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: Pastor Rusty Hancock **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Hearing no objections meeting was adjourned at 11:45 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 February 18, 2021. Correction approved on April 15, 2021.

Signature: Lydia Villanueva

Name: Lydia Villanueva

Title: Board Secretary

PCS Board of Directors' Meeting Minutes, January 21, 2021