

**Panhandle Community Services
Board of Directors' Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for March 18, 2021 @ 10:00am**

Board Members by Sector:

Low Income

Lydia Villanueva
Amy Taylor
Cindy Sheets
Robert Coffee
Open Seat

P
P
A
P

Private

Genevieve Sheets-Allred
Denese Skinner
Jo Anne Cook
Aaron Lopez
Tim Cooper

P
P
P
P
A

Public

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

P
A
A
P
A

Staff

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

Lisa Matthyse

Position/Title

Executive Director
Chief Financial Officer
Family Services Director
IT Director
HR Director
Transit Director
RSVP Director
Communications Director
Family Dev. Asst. Director
Asst. Director of Emergency
Services
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 10:02 a.m. central daylight time (OS 2.4.) Lisa Matthyse, Executive Assistant, called roll and determined that a quorum of directors was present (OS 5.5.) Mr. Lopez announced the Initial Public Comment Period. Mr. Lopez led the Pledge of Allegiance and the recital of Panhandle Community Services' mission statement. Magi York, Executive Director, led prayer.

Board Training (OS 5.8)

Magi York introduced Jason Sabo, founder of Frontera Strategy. Mr. Sabo gave a presentation on redistricting and how it may affect the Panhandle. He noted that the population shift over the last ten years has moved away from rural areas, such as the Panhandle, and towards large metropolitan areas in other parts of the state. He reviewed the current process in Texas for distributing federal funds, and said that Community Action Agencies should pay attention to the timeline of legislative sessions and funding. He said we should ask questions of our state representatives about all of the new federal money and about reassurances that our region is not left out. Mr. Sabo recommended working with agencies in other parts of Texas to ensure that matters important to rural areas are represented in the legislature. He mentioned working with the Rural Caucus, a group of legislators who speak up for rural interests, and foundations such as Texas Rural Funders, who have the needed infrastructure in place to work across multiple regions.

Board Action Items

Approval of Minutes

Minutes for the February 18, 2021 Board of Directors Meeting were presented by Lydia Villanueva, Secretary, and submitted for approval.

Motion: To approve the February 18, 2021 board meeting minutes as presented.
Moved By: Denese Skinner **Second:** Sheriff Randy Geries
Vote: **Motion carried by voice vote**

Old Business

Healthcare Update

Kaitlin Mosley, RSVP Director, gave an update on her Healthcare Insurance Gap presentation from last month. Ms. Mosley referred to the “Medicaid Participation by County” spreadsheet (included in the packet.) She reviewed the highlighted areas that showed the statistics for counties in the Panhandle. She also reviewed information gathered by the Panhandle Regional Planning Commission (see the “Medicaid Enrollment and Uninsured” handout) which compared the statistics for the Panhandle compared to the rest of the state and the nation.

New Business

HCV Administrative Plan

Mary Twitty, Family Services Director, described the purpose of the Housing Choice Voucher Administrative Plan. The complete plan and the “Administrative Plan Change Highlights” report were sent to board members earlier in the week. Ms. Twitty reviewed three changes that were made to the plan: 1) remote briefings; 2) repayment arrangements; and 3) local preferences.

Motion: To approve the HCV Administrative Plan as presented.
Moved By: Judge Cindy Irwin **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

Notice of Intent to Apply and Receive Grants:

Magi York, Executive Director, presented the following for approval:

Grants Submitted

- a. Texas Emergency Mortgage Assistance Program (TEMAP) grant - Provides emergency mortgage assistance for up to 6 months; available for households impacted by COVID-19; households must be at or below 80% AMI; minimum award is \$200,000; maximum award is \$500,000.

Grants Awarded

- b. Amendment for Retired and Senior Volunteer Program (RSVP) grant #20SRWTX017. This grant approves your continuation application submitted under the FY 2021 RSVP Q3 Continuations (Year 2 or 3) NOFA. The federal CNCS AmeriCorps Seniors grant is in the amount of \$149,119, and begins in April 1, 2021.

Motion: To approve submitting the TEMAP grant and accepting the amendment to the RSVP grant.
Moved By: Sheriff Randy Geries **Second:** Amy Taylor
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. Amendment #1 for Community Services Block Grant (CSBG) Contract #61210003459 adding 2nd, 3rd, and 4th quarter funding in the amount of \$427,118 for a total funding of \$570,128 for contract year 1/1/2021 to 12/31/2021.

Motion: To ratify the signing of the grant as listed above.
Moved By: Judge Cindy Irwin **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

Financial Report (OS 8.7)

Amy Taylor, Treasurer, presented the February Finance Report. The report included an overview of the utility assistance event (CEAP Blitz) held on March 13, 2021 and a status update on the new Dumas Center. Ms. Taylor turned the floor over to Robert Carlton, CFO, who provided additional information on the Finance Report. Mr. Carlton then reviewed the Financial Statements and gave a final update on the 2021 Agency-Wide Budget. The financial statements included the Balance Sheet, Balance Sheet Comparison, Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program), and the Summary of Unrestricted Funds. Mr. Carlton also reviewed his report, "Building Expenses on PCS Offices." All reports were included in the board packet.

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

Human Resources Report (OS 7.1 and 7.9)

Randy Cazarez, Human Resources Director, reviewed the Human Resources Update for March 2021 (included in the packet.) The report included information on customer service training, putting on a hiring event, and revising the employee handbook.

Mr. Cazarez also recognized our career coach, Sherri Williams, and her work in creating a partnership with Chuy's in Amarillo. Mr. Cazarez then reviewed the FFCRA (Families First Coronavirus Response Act) and noted that PCS will not offer paid sick leave under FFCRA after March 31, 2021.

Motion: To accept the Human Resources report as presented.
Moved By: Sheriff Randy Geries **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

Program Report (OS 5.9)

Ms. Twitty referred to the "Monthly Program Updates" report included in the packet. The report lists highlights from each PCS program. Ms. Twitty opened the floor to the other directors for additional comments regarding their programs. Ms. Twitty said she and Christina Cristan, Assistant Director of Emergency Services, will review the results of the CEAP Blitz and will look into holding more events. Ms. Twitty and Christy Hilbert, Communications Director, reviewed some their plans for outreach.

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

Governance Committee Report

Denese Skinner, Governance Committee Chair, stated that the committee met on March 12, 2021 to begin the process of reviewing and updating the Board Bylaws. Ms. Skinner reviewed the minutes from the Governance Committee Meeting (included in the packet,) and the board discussed the updates the committee made to the bylaws.

Motion: To accept the Governance Committee report as presented.
Moved By: Judge Cindy Irwin **Second:** Sheriff Randy Geries
Vote: **Motion carried by voice vote**

Convene into Closed Session

Motion: To move to closed session.
Moved By: Sheriff Randy Geries **Second:** Judge Cindy Irwin
Vote: **Motion carried by voice vote**

Closed Session to Discuss the Following:

- Sec. 551.074 - Personnel Matters
- Sec. 551.071 - Consultation with Attorney
- Sec. 551.072 - Deliberation Regarding Real Property

The Board may convene in closed session pursuant to Texas Government Code, Chapter 551, for any or all of the above listed items. The Board convened into closed session at 11:45 am.

Reconvene in Open Session

Motion: To reconvene to open session.
Moved By: Judge Cindy Irwin **Second:** Sheriff Randy Geries
Vote: **Motion carried by voice vote**

The Board may convene in closed session pursuant to Texas Government Code, Chapter 551, for any or all of the above listed items. The Board reconvened into open session at 12:25 pm.

Public Comment Period

Mr. Lopez called for public comment. No public comments were 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: Lydia Villanueva **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

Hearing no objections meeting was adjourned at 12:50 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 April 15, 2021.

Signature: Lydia Villanueva

Name: Lydia Villanueva

Title: Board Secretary

PCS Board of Directors' Meeting Minutes, March 18, 2021