

**Panhandle Community Services
Board of Directors Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for April 17, 2025, @ 10:00 am**

Board Members by Sector:

<u>Low Income</u>		<u>Private</u>		<u>Public</u>	
Lydia Villanueva	P	Denese Skinner	P	Judge Tim Glass	P
Robert Coffee	A	Jason Vanosdol	P	Judge Rowdy Rhoades	P
Amanda Quillin	P	John Sharp	P	Judge Dan Looten	P
Teresa Lane	A	Brian Gillispie	P	CM Esmeralda Mills	A
Janice Faggan	P	Kerry George	P	Judge Mitchell Locke	P

<u>Staff</u>	<u>Position/Title</u>
Magi York	Executive Director
John Mejia	CFO
Dennis Garvey	Information Services Division Director
Lylene Springer	Transportation Division Director
Audra Rea	Family Services Division Director
Christina Cristan	Energy Assistance Director
Benita San Miguel	Weatherization Director
Lisa Matthyse	Executive Assistant
Cassandra Hernandez	Administrative Specialist

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

Board President John Sharp, who was attending virtually, asked that Judge Dan Looten, Board Vice President, preside over the meeting. Judge Looten called the regular business meeting to order at 10:15 a.m. Central Time (Organizational Standard 2.4) and announced the Initial Public Comment Period. Tracy Shea from Access Credit Union appeared in person and requested to make a comment. He was given five minutes to speak to the Board. Mr. Shea stated that he wanted to offer complementary training on budgeting through Access Credit Union as part of their community outreach mandate, and he hoped his training would complement our financial class. He asked to be placed on a future board meeting agenda to discuss the program in detail. Judge Looten said the board would consider his request.

Judge Looten asked Lisa Matthyse, Executive Assistant, to call Roll. Ms. Matthyse called Roll and determined that a quorum of directors was present (OS 5.5). Judge Looten led the Pledge of Allegiance and the recital of the Panhandle Community Services (PCS) Mission Statement and Vision Statement. Jason Vanosdol led the prayer.

Consent Agenda (OS 5.9, OS 8.7)

Judge Looten asked if anyone would like to remove an item from the consent agenda for discussion. He noted that Denese Skinner had made annotations to the meeting book in BoardEffect and asked if she wanted to discuss her questions. Ms. Matthyse recited the annotations, including answers from staff that were entered in the meeting book in BoardEffect. It was noted that PCS weatherizes apartment complexes using the Department of Energy (DOE) Bipartisan Infrastructure Law (BIL) grant. Family Services Division Director Audra Rea answered Ms. Skinner's remaining questions. She stated that only a few people attended the recent financial classes PCS offered. She also reviewed some of the uses for Emergency Rental Assistance (ERA-2) funds.

Hearing no further requests for discussion, Judge Looten requested a motion to approve the consent agenda. (The consent agenda and all associated reports were included in the Board Packet. Reports included minutes from the February 20, 2025, Audit and Finance Committee, Resource Development Committee and Programs Committee meetings; the February 25, 2025, Board of Directors Special Meeting and the March 5, 2025, Governance Committee Meeting; correspondence; a list of grants submitted; a list of signed items presented for ratification by the Board; the Funding Applications Report; the Board Parking Lot; the Three Things for the Board to Know Program Status Report (OS 5.9); the Customer Satisfaction Survey Report; and the February Financial Statements, including the 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 Statement, County Funds Summary, and Unrestricted Funds Statement (OS 8.7).)

Motion: To approve the consent agenda.
Moved By: Denese Skinner **Second:** Lydia Villanueva
Vote: Motion carried by voice vote

Board Training: BoardEffect (OS 5.8)

(Judge Tim Glass and Judge Rowdy Rhoades entered the meeting at 10:30 a.m.)

Maria Mora Acosta from the Diligent Corporation presented a refresher course on how to access and navigate our board management portal, BoardEffect. Ms. Acosta also reviewed using BoardEffect to communicate with the Board and staff members. Ms. York asked board members to let her know if they wanted to email staff through BoardEffect.

(Brian Gillispie left the meeting at 10:59 a.m.)

Board Engagement Series: Jason Vanosdol

Jason Vanosdol gave a presentation on the Jireh Food Pantry in Perryton. He stated that the main focus of his job at the Community Worship Center was the Jireh Food Pantry. He showed pictures of the building that housed the food pantry before it was destroyed in the tornado in 2023. He said the food pantry was homeless for several months until they moved into another building in November 2024. Pastor Vanosdol said the new building also houses a furniture bank, and he is hoping to expand and create a wood shop to teach furniture repair. He also showed pictures of the space in the building where the PCS Perryton office will reside and spoke about his hopes to partner with PCS to serve the communities in the northern Panhandle.

Seat New Board Member

Denese Skinner, Governance Committee Chair, introduced Janice Faggan as the candidate for the Region 1 Low-Income Sector seat on the board. Ms. Skinner stated that Alphonso Vaughn, President of the Amarillo Branch NAACP, sent a letter recommending Ms. Faggan as their representative on the PCS Board. Ms. Faggan will serve the remainder of Amy Taylor's term before beginning her first three-year term in 2027.

Judge Looten requested a motion to accept Janice Faggan on the board.

Motion: To accept Janice Faggan on the board.
Moved By: Lydia Villanueva **Second:** Denese Skinner
Vote: **Motion carried by voice vote**

Ratify the Decisions of the Executive Committee

Judge Looten stated that the next item on the agenda was to ratify the decisions made at the April 3, 2025, Executive Committee Meeting. The Executive Committee met and approved a resolution to apply for the M.S. Doss Foundation grant for the construction of the Dumas Center. The committee also approved submitting the grant affidavit describing PCS's non-profit status with the grant application. (The April 3, 2025, Executive Committee Meeting minutes, the Board resolution, and the grant affidavit were included in the board packet.)

Judge Looten requested a motion to ratify the decisions of the Executive Committee.

Motion: To ratify the decisions of the Executive Committee.
Moved By: John Sharp **Second:** Judge Mitchell Locke
Vote: **Motion carried by voice vote**

Executive Director's Report

Magi York, Executive Director, reported the following:

- Universal Intake—The universal intake system is on hold while we wait for word from one of our funders about whether the application process can be used with their program. The Universal Intake system would provide one application process for all programs and allow us to store documents in the cloud to be used by the different programs.
- Update on Executive Orders—Ms. York provided an update on the Executive Orders affecting PCS and Community Action Agencies. She reported that all LIHEAP (Low-Income Home Energy Assistance Program) staff at the national level had been terminated, and the program's future remains uncertain. There is a proposal in the 2026 federal budget to eliminate LIHEAP. Ms. York stated that many families depend on help with their utility bills to power medical equipment or to maintain safe indoor temperatures for those with health conditions. Ms. York noted that our energy assistance program has been 90% funded, and we anticipate that the remaining funds will be distributed. Ms. York explained that the CSBG (Community Services Block Grant) is the grant that designates PCS as a Community Action Agency, and she is looking into what the agency's legal status would be without the grant. She said that Head Start was in danger of being defunded. She also reported that AmeriCorp may be eliminated, which would impact our Retired and

Senior Volunteer Program (RSVP). The Department of Energy is considering reducing staff, which could affect our weatherization program.

- County Funds and Judges Meetings—Ms. York reported that she has been visiting County Judges and speaking with them about how Executive Orders have affected PCS and where we might need their help in the future.
- Update on Transit Maintenance Facility—Lylene Springer, Transportation Division Director, showed a time-lapse video of the construction of the Transit Maintenance Facility. The facility is on track to open on October 24, 2025.
- Perryton Lease—Ms. York stated that our Perryton office has been relocated to the Jireh Food Pantry building. Ms. York said we gave notice to our old landlord and paid through April. Discussion followed concerning the lease at our previous location.

Ms. York asked that her report be accepted.

Motion: To accept the Executive Director’s Report.
Moved By: Jason Vanosdol **Second:** John Sharp
Vote: **Motion carried by voice vote**

Finance Report (OS 8.7)

John Mejia, CFO, reviewed the Finance Memo. Mr. Mejia stated that we had twelve terminations and nine new hires in the last four months. We have started a renewal strategy for our agency’s health insurance and benefits. He noted that our third-party administrator has saved PCS \$561,176.00 over the last five years. Mr. Mejia reported that we increased our line of credit for transportation from \$1MM to \$2MM and noted that the Board resolution allows us to go up to \$3MM. The line of credit should be completed in six to seven months. Mr. Mejia said that he and Ms. York have been reviewing agency contracts and made some changes to provide cost savings for the agency.

Motion: To approve the Finance Report.
Moved By: Lydia Villanueva **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Revision to the 2025 Strategic Plan Goals (OS 4.1)

Scott Caldwell, President of Caldwell Business Group and PCS consultant, reported on the recent meeting with PCS staff to discuss adding a third goal to the PCS Strategic Plan. Mr. Caldwell reviewed the two Strategic Plan goals previously approved by the Board. Goal one is to achieve platinum status in Pathways to Excellence. Goal two is to creatively address the region’s needs while creating opportunities to increase funding. He reported that our ROMA Implementers and Trainers agreed that we needed a third goal focused on Family so we would have one community, one agency and one family goal. Mr. Caldwell referred to the proposed third goal: "Families in the Texas Panhandle will achieve a higher level of well-being and independence." He said the goal directly aligns with our mission and vision. He stated that one of the primary objectives under the goal could be based on the

Whole Family Approach. He described the Whole Family Approach as a process that would ensure we engage with families. Mr. Caldwell asked that the Board approve the revision to the Strategic Plan.

Judge Looten requested a motion to approve the revision to the Strategic Plan.

Motion: To approve the revision to the Strategic Plan.
Moved By: Denese Skinner **Second:** Jason Vanosdol
Vote: **Motion carried by voice vote**

(John Sharp left the meeting at noon)

Approve Board Resolution: Authorization to Close Bank Account

Mr. Mejia reported that the agency has a CD for \$796.98 that we want to close. He stated that the bank requires a Board resolution to close the account. Mr. Mejia said the money in the account would go into the PCS Operating Account fund, an interest-bearing account. (The Board Resolution was included in the board meeting packet.)

Motion: To approve the Board Resolution: Authorization to Close Bank Account
Moved By: Lydia Villanueva **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Housing Choice Voucher (HCV) Administrative Plan

Audra Rea, Family Services Division Director, stated that we needed to amend the recently approved administrative plan for our Housing Choice Voucher program to include wording regarding voucher unit size. Ms. Rea referred to the section of the Administrative Plan included in the Board Packet (Part II: Subsidy Standards and Voucher Issuance, Section 5-II.B. Determining Family Unit (Voucher) Size) and reviewed the highlighted changes. She stated that the language was added to clarify that if someone is approved for one voucher size but can document a reason to use a different voucher size, we will not pay for the higher voucher size.

Motion: To approve the revision to the Housing Choice Voucher Administrative Plan.
Moved By: Kerry George **Second:** Jason Vanosdol
Vote: **Motion carried by voice vote**

Ms. Rea continued with an update on our Housing Choice Voucher Program. She reported the following:

- Our Regional Representative from Oklahoma City retired, and she has not been replaced at this time. We are working with her former supervisor, Amy Foster.
- Two reports—the REAC Financial Report and the SEMAP (Section 8 Management Assessment Program) Report—are due within sixty days of our fiscal year closing. While the REAC Report was submitted on time, the SEMAP Report, due on March 1, 2025, was not. Ms. Rea noted that the report cannot be submitted after the deadline. Although the binders are still being prepared and can be reviewed by monitors visiting the agency, the report cannot be submitted through the portal. Ms. Rea stated that she was informed we could be designated a troubled agency for failing to submit the report; however, the regional office is not sending out designations at this time. Ms. Rea reviewed our steps to ensure this will not happen again.

- Our housing program's PIC report has not been filed since November 2024. Ms. Rea stated that deceased tenants were still listed on the report. Though there is no set time to file the PIC report, she said a quarterly report is considered best practice. Ms. Rea stated that going forward, the report will be filed monthly on the 19th. To get back on track, the report was submitted on April 4, 2025, and will be submitted again on April 19, 2025.
- Ms. Rea reported that the HUD files pulled for examination for our annual audit were accurate and complete.

Discussion followed.

(Judge Tim Glass left the meeting at 12:09 p.m.)

Final Public Comment Period

Judge Looten called for public comment. No public comments were made.

The Promise of Community Action

Ms. York 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:	Lydia Villanueva	Second: Denese Skinner
Vote:	Motion carried by voice vote	

Hearing no objections, the meeting was adjourned at 12:22 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.

Signature: Amanda Quillin
 Name: Amanda Quillin
 Title: Board Secretary
 PCS Board of Directors Meeting Minutes, April 17, 2025