

**Panhandle Community Services  
Board of Directors' Meeting Minutes  
Panhandle Community Services Central Office – 1309 SW 8<sup>th</sup> Ave. - Amarillo TX, 79101  
Minutes for May 20, 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	A	Judge Rowdy Rhoades	P
Robert Coffee	P	Jo Anne Cook	P	Judge Dan Looten	P
Open Seat		Aaron Lopez	P	Sheriff Randy Geris	P
Open Seat		Tim Cooper	P	Comm. Juan Cantu	A

<u>Staff</u>	<u>Position/Title</u>
Magi York	Executive Director
Robert Carlton	Chief Financial Officer
Mary Twitty	Family Services Director
Dennis Garvey	IT Director
Randy Cazarez	HR Director
Lylene Springer	Transit Director
Kaitlin Mosley	RSVP Director
Christy Hilbert	Communications Director
Christina Cristan	Asst. Director of Emergency 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 10:03 a.m. central daylight 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). Mr. Lopez led the Pledge of Allegiance and the recital of the Panhandle Community Services (PCS) mission statement. Randy Cazarez, HR Director, led the prayer.

**Board Training (OS 5.8)**

Lylene Springer, Transportation Director, introduced her dispatchers and gave an overview of Panhandle Transit. Dispatchers Heide Saenz and LaSandra Wilkinson described the services provided to the public by Panhandle Transit, and Ms. Springer answered the board members' questions. Training was provided as part of PCS Board Members' responsibility to "be informed about the organization mission, services, policies and programs" (Board Member Job Description, *Board Member Handbook*).

**Board Action Items**

**Approval of Minutes**

Minutes for the April 15, 2021 Board of Directors Meeting were presented by Lydia Villanueva, Secretary, and submitted for approval.

<b>Motion:</b>	To approve the April 15, 2021 board meeting minutes as presented.	
<b>Moved By:</b>	Judge Cindy Irwin	<b>Second:</b> Judge Dan Looten
<b>Vote:</b>	<b>Motion carried by voice vote</b>	

**Seat New Board Members (OS 5.5)**

Amy Taylor, Treasurer, representing the Governance Committee, presented the applications for the two open board seats. The candidates were chosen by the Governance Committee on May 14, 2021, for recommendation to the full board.

Ms. Taylor reviewed the resume and cover letter submitted by Georgia Dondlinger, candidate for the Low-Income Region 2 Seat, and asked for a motion to seat Ms. Dondlinger to the PCS Board of Directors.

**Motion:** To seat Georgia Dondlinger to the Low-Income Region 2 seat on the board.  
**Moved By:** Jo Anne Cook                      **Second:** Sheriff Randy Geris  
**Vote:** **Motion carried by voice vote**

Ms. Taylor referred to the recommendation letter for Lori Quiroz, candidate for the Low-Income Region 3 Seat. She reviewed Ms. Quiroz’s qualifications and asked that the Directors seat her on the board.

**Motion:** To seat Lori Quiroz to the Low-Income Region 3 seat on the board.  
**Moved By:** Judge Cindy Irwin                      **Second:** Judge Rowdy Rhoades  
**Vote:** **Motion carried by voice vote**

**Governance Committee Report (OS 5.3)**

Ms. Taylor referred to the revised Board Bylaws (included in the board packet), which have been reviewed by PCS’ attorney, Christine Vizcaino of Sprouse, Shrader, Smith. Ms. Taylor reviewed the changes that the Governance Committee made to the bylaws. After discussion, the board approved all revisions with the exception of the change to “Article VI. Committees, Section B: Executive Committee (2).” The board rejected increasing the number of Executive Committee members to a total of six (6) Directors. They chose to leave the number of committee members at “five (5) Directors consisting of the elected officers and one member of the body elected by the full Board.” The board chose to allow the two Members-At-Large currently serving on the Executive Committee to remain on the committee until the end of the year.

**Motion:** To approve the revised Board Bylaws, with the exception noted above.  
**Moved By:** Judge Dan Looten                      **Second:** Lydia Villanueva  
**Vote:** **Motion carried by voice vote**

**Old Business**  
**Board Member Files**

Lisa Matthyse, Executive Assistant, reviewed the list of required documents that are needed to complete our board members’ files. Ms. Matthyse asked the Directors to email or fax the required documents to her office.

**New Business**  
**Notice of Intent to Apply and Receive Grants:**

Ms. Springer asked the board for a motion to submit the following grant:

- a. Grants Submitted - 5310 - CRRSAA/ARP (Coronavirus Response and Relief Supplemental Appropriations Act / American Rescue Plan) Grant for \$113,827.00. No match required.

**Motion:** To approve submitting the grant as listed above.  
**Moved By:** Jo Anne Cook                      **Second:** Judge Cindy Irwin  
**Vote:** **Motion carried by voice vote**

**2021 Declaration of Income Policy**

Mary Twitty, Family Services Director, stated that the Texas Department of Housing and Community Affairs (TDHCA) requires PCS to have a current policy in place to handle circumstances where a client says they have no income. Ms. Twitty reviewed the updated Declaration of Income Policy and asked for the board’s approval.

**Motion:** To approve the current Declaration of Income Policy.  
**Moved By:** Amy Taylor **Second:** Judge Rowdy Rhoades  
**Vote:** Motion carried by voice vote

**2020 Annual CSBG Report**

Ms. Twitty reported on the 2020 Annual Community Services Block Grant (CSBG) Report. She stated that the report includes regular CSBG and COVID-19 funds. Ms. Twitty said she will give another update on CSBG later this year, and will ask for the board to review and approve any changes that are made to the goals.

**Motion:** To approve the 2020 Annual CSBG Report.  
**Moved By:** Judge Dan Looten **Second:** Lydia Villanueva  
**Vote:** Motion carried by voice vote

**Update on Dimmitt Property**

Robert Carlton, CFO, stated that we have an offer of a donated building in Dimmitt. Mr. Carlton noted that the building is valued at \$120,000, and will require an estimated \$50,000 in renovations. The building has been inspected and a title search has been performed. Mr. Carlton recommended that the board accept the donation of the property.

**Motion:** To accept the donation of the property in Dimmitt, Texas.  
**Moved By:** Sheriff Randy Geries **Second:** Judge Rowdy Rhoades  
**Vote:** Motion carried by voice vote

**Financial Report (OS 8.7)**

Mr. Carlton presented the April Finance Report. He 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), Local Funds (County Funds), Summary of Unrestricted Funds, and Credit Card Statements. (All reports were included in the board packet.)

**Motion:** To approve the Financial Report as presented.  
**Moved By:** Amy Taylor **Second:** Sheriff Randy Geries  
**Vote:** Motion carried by voice vote

**Human Resources Report**

Randy Cazarez, HR Director, presented the Human Resources Report (included in the packet). Mr. Cazarez reported on active-shooter training, new hires, and Benefits Open Enrollment.

**Motion:** To approve the Human Resources Report as presented.  
**Moved By:** Lydia Villanueva **Second:** Judge Cindy Irwin  
**Vote:** Motion carried by voice vote

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

Mary Twitty, Family Services Director, reviewed the programmatic report, "Three Things for the Board to Know" (included in the packet). Ms. Twitty reported on our status with Comprehensive Energy Assistance Program (CEAP) and Coronavirus Aid, Relief, and Economic Security (CARES) funds, and our status in leasing vouchers for our Housing Choice Voucher (HCV) program.

**Motion:** To approve the Program Report as presented.  
**Moved By:** Judge Dan Looten                      **Second:** Jo Anne Cook  
**Vote:**                      **Motion carried by voice vote**

**Executive Director's Report**

Ms. York reported on the following:

- Board Member Donations
- Board Retreat
- Reminder of Revised Board Calendar
- TACAA Elections
- 2021 CAPLAW National Training Conference
- Community Action Partnership 2021 Annual Convention
- CEAP COVID Amendment
- TEMAP and ESG Grants

**Motion:** To accept the Executive Director's report as presented.  
**Moved By:** Sheriff Randy Geries                      **Second:** Judge Cindy Irwin  
**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 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:** Judge Dan Looten                      **Second:** Lydia Villanueva  
**Vote:**                      **Motion carried by voice vote**

Hearing no objections meeting was adjourned at 11:44 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 June 17, 2021.*

Signature:   
Name: Lydia Villanueva  
Title: Board Secretary  
PCS Board of Directors' Meeting Minutes, May 20, 2021