

**Panhandle Community Services  
Annual Board of Directors' Meeting Minutes  
Bishop DeFalco Retreat Center – 2100 N. Spring St. - Amarillo TX, 79107  
Minutes for December 16, 2021 @ 10:00am**

**Board Members by Sector:**

**Low Income**

Lydia Villanueva           **P**  
Amy Taylor                   **P**  
Robert Coffee               **P**  
Lori Quiroz                  **A**  
Amanda Quillin             **P**

**Private**

Denese Skinner             **P**  
Jo Anne Cook               **P**  
Aaron Lopez                 **P**  
John Sharp                  **P**  
Open Seat

**Public**

Judge Cindy Irwin           **P**  
Judge Rowdy Rhoades       **P**  
Judge Dan Looten           **P**  
Sheriff Randy Geris         **P**  
Judge Chris Porter           **P**

**Staff**

Magi York  
Robert Carlton  
John Mejia  
Dennis Garvey  
Randy Cazarez  
Lylene Springer  
Kaitlin Mosley  
Christy Hilbert  
Audra Rea  
Susie Ybarra  
Melissa Darsey  
Lisa Matthyse

**Position/Title**

Executive Director  
Chief Financial Officer  
Asst. Director of Finance  
IT Director  
HR Director  
Transit Director  
RSVP & Health Services Director  
Communications Director  
Interim Director of Family Development  
Interim Director of Housing Choice Voucher  
Interim Director of Outreach Services  
Executive Assistant

**Guest**

Scott Caldwell, President, Caldwell Business Group

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 Annual Board of Directors Meeting to order at 10:03 a.m. central standard 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). Randy Cazarez, Human Resources Director, led the prayer. Mr. Lopez led the Pledge of Allegiance and the recital of the Panhandle Community Services (PCS) mission statement.

**Correspondence**

Magi York, Executive Director, reported on the following:

- TDHCA Email – Re: PY21 PCS OS Review - Final - The Texas Department of Housing and Community Affairs (TDHCA) sent Ms. York an email stating that PCS had met the 2021 Organizational Standards at 100%.

- TDHCA Letter – Re: Closed Monitoring/Virtual Desk Review – The letter from TDHCA stated that they had received the corrective action submitted by PCS and the Monitoring Virtual/Desk Review is now closed.

**Making the Best Board Possible**

Ms. Matthyse reviewed the results from the Board members’ self-assessment surveys. She said the results would be used to help measure Board performance for the Agency Scorecard and to help determine what training is needed in the coming year. Ms. Matthyse also asked Board members to sign a Board Member Commitment Letter as part of the process to meet the Pathways to Excellence Standards.

**Board Action Items**

**Reseat Judge Cindy Irwin for 2<sup>nd</sup> Term**

Denese Skinner, Governance Committee Chair, asked the Board to approve reseating Judge Cindy Irwin to the PCS Board of Directors for a second term as the Public Representative from Sector 3. Ms. Skinner noted that the Hutchinson County Commissioners Court had voted unanimously to return Judge Irwin as their representative to the PCS Board of Directors.

**Motion:** To approve reseating Judge Cindy Irwin to the PCS Board of Directors for a second term.  
**Moved By:** Lydia Villanueva                      **Second:** Jo Anne Cook  
**Vote:** **Motion carried by voice vote**

**Seat New Board Members for First Full Term**

Ms. Skinner reviewed the terms of Board members Lori Quiroz, Judge Chris Porter and John Sharp. All three Board members will complete the terms of their predecessors on December 31, 2021 and, according to PCS bylaws, will then be eligible to begin their first three-year term on January 1, 2022. Ms. Skinner asked the Board to approve seating the following Board members to their first 3-year term on the PCS Board of Directors.

- Lori Quiroz – Low-Income Representative from Sector 3
- Judge Chris Porter – Public Representative from Sector 4
- John Sharp – Private Representative from Sector 1

**Motion:** To approve seating Lori Quiroz, Judge Chris Porter and John Sharp to their first 3-year term.  
**Moved By:** Judge Cindy Irwin                      **Second:** Sheriff Randy Geries  
**Vote:** **Motion carried by voice vote**

**Approval of Minutes**

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

**Motion:** To approve the November 18, 2021 Board Meeting minutes as presented.  
**Moved By:** Judge Dan Looten                      **Second:** John Sharp  
**Vote:** **Motion carried by voice vote**

**Election of 2022 Officers and Executive Committee Member-at-Large**

Ms. Villanueva reported on the Nominating Committee’s search for Officers to the Board for 2022 and the Executive Committee Member-at-Large for 2022. She asked that the following slate of nominees be elected to serve as Board officers and the member-at-large:

- President – Judge Cindy Irwin
- Vice-President – Lydia Villanueva
- Treasurer – John Sharp
- Secretary – Judge Dan Looten
- Member-at-Large – Denese Skinner

**Motion:** To approve the recommended officers and member-at-large.  
**Moved By:** Judge Rowdy Rhoades                      **Second:** Jo Anne Cook  
**Vote:**                      **Motion carried by voice vote**

**Annual Designation of the Number of Members on the Board of Directors**

Ms. Skinner reviewed PCS Bylaws, Article III, Section C (included in the packet). She said the Board is required to annually review and designate the number of members on the PCS Board of Directors. The Board discussed the disadvantages of increasing the Board’s size, and agreed that the current number of Board members works well with our five areas of sector distribution. Ms. Skinner asked that the Board approve keeping the number of Board members at 15.

**Motion:** To approve keeping the number of Board members at 15.  
**Moved By:** Judge Rowdy Rhoades                      **Second:** Judge Chris Porter  
**Vote:**                      **Motion carried by voice vote**

**Annual Review of the Five Areas for Sector Distribution**

Ms. Skinner referred to the sector map enclosed in the Board packet. She asked Ms. York to review how the sectors were formed. Ms. York stated that the counties were grouped into sectors based on population and poverty statistics. She said that we also review the number of HUD and CEAP applications in each county as part of the process to maintain evenly divided sectors. Ms. Skinner asked the Board to approve retaining the current five areas for sector distribution.

**Motion:** To approve retaining the five areas for sector distribution.  
**Moved By:** Sheriff Randy Geries                      **Second:** Judge Dan Looten  
**Vote:**                      **Motion carried by voice vote**

**Agency Bank Signatories**

Robert Carlton, CFO, stated that with the change in Board officers, we need to update our signatories with our banks. Mr. Carlton asked the Board to approve adding incoming President Judge Irwin, Treasurer John Sharp and Secretary Judge Dan Looten to PCS’ Bank Signatories, and to retain Vice-President Lydia Villanueva, Member-at-Large Denese Skinner, and PCS Executive Director Magi York.

**Motion:** To approve adding the new officers to PCS Bank Signatories.  
**Moved By:** Judge Cindy Irwin                      **Second:** Sheriff Randy Geries  
**Vote:**                      **Motion carried by voice vote**

**Strategic Plan Implementation (OS 6.5, OS 9.3)**

Scott Caldwell, President, Caldwell Business Group, reported on the progress of our Strategic Plan implementation, which began on January 1, 2021. Mr. Caldwell handed out copies of the Strategic Plan Tracking Tool that details the target and actual numbers related to the outputs and outcomes of each objective under the Strategic Plan goals. (A link to the tracking tool was also emailed to the Board members). Mr. Caldwell reported on all updates made to the plan. He noted that the deleted objectives, which had been approved at the Board Retreat for removal from the Strategic Plan, remained on the tracking tool as part of the historic record, but that they are now highlighted in red indicating that they have been deleted from the plan.

After discussion, Mr. Caldwell asked that the Board acknowledge receipt of the updates and approve the changes to the Strategic Plan.

**Motion:** To acknowledge receipt of the updates and approve the changes to the Strategic Plan.  
**Moved By:** Lydia Villanueva **Second:** Robert Coffee  
**Vote:** **Motion carried by voice vote**

**New Business**

**Notice to Apply and Receive Grants**

Ms. York asked the Board to approve applying for the following grant:

- a. Housing Stability Services Grant – This grant will potentially cover HUD security deposits, outreach, improving landlord relationships and other gaps in services related to housing. Our intent is to apply for \$750,000.00 for the 2-year contract period of 4/1/2022 to 3/31/2024.

**Motion:** To approve submitting the Housing Stability Services Grant.  
**Moved By:** Judge Dan Looten **Second:** John Sharp  
**Vote:** **Motion carried by voice vote**

**Human Resources Report**

Randy Cazarez, Human Resources Director, stated that the HR report (included in the packet) covered the year-to-date. Mr. Cazarez highlighted some of the changes to the agency in the last year, spoke about successfully implementing four new trainings, and reviewed some of the challenges in staffing. Mr. Cazarez asked the Board to accept his report.

**Motion:** To accept the Human Resources Report.  
**Moved By:** John Sharp **Second:** Jo Anne Cook  
**Vote:** **Motion carried by voice vote**

**Financial Report (OS 8.7)**

Amy Taylor, Treasurer, gave the Finance Report for November 2021. Robert Carlton, CFO, reviewed the Balance Sheet and said he would reconcile each line on the balance sheet on December 31, 2021. Mr. Carlton then reviewed the Balance Sheet Comparison, Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program), County Funds, Unrestricted Funds, and Credit Cards for November 2021. All reports were included in the Board packet.

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

**Presentation and Approval of 2022 Master Budget (OS 8.9)**

Mr. Carlton presented the Agency-wide Master Budget for 2022 (included in the packet). He highlighted the increases to the grant budgets and noted the new programs. Mr. Carlton said this is a preliminary budget as we have not yet received awards for some of our grants. He will give an updated report to the Board in March. Mr. Carlton asked that the Board approve the Master Budget for 2022.

**Motion:** To approve the Master Budget for 2022.  
**Moved By:** Judge Cindy Irwin                      **Second:** Robert Coffee  
**Vote:** **Motion carried by voice vote**

**Audit Engagement Letter**

Mr. Carlton stated that we have not yet received the Audit Engagement Letter from our auditor. He said that PCS is in the second year of a three-year contract for audit services with Jarred, Gilmore and Phillips (JGP) and that the Audit Engagement Letter is a standard letter confirming the services JGP will provide. Mr. Carlton asked the Board to approve our signing the letter once we receive it.

**Motion:** To approve signing the Audit Engagement Letter.  
**Moved By:** John Sharp                                      **Second:** Lydia Villanueva  
**Vote:** **Motion carried by voice vote**

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

Kaitlin Mosley, RSVP and Health Services Director, asked the program directors to report on their sections of the “Three Things for the Board to Know” program report (included in the packet). The directors presented reports for Communications, Information Technology, Transportation, Retired and Senior Volunteer Program (RSVP), Health Services, Weatherization, Texas Veterans Commission (TVC), Family Development (Community Services Block Grant - CSBG), Emergency Solutions Grant (ESG), Texas Emergency Mortgage Assistance Program (TEMAP), Comprehensive Energy Assistance Program (CEAP and CEAP CARES), Housing Choice Voucher Program (HCV), and the Earned-Income Tax Credit Program (EITC). Audra Rea, Interim Director of Family Development, reported on the CEAP program as Christina Cristan, Interim Director of Emergency Services, was unable to attend the meeting. Ms. Mosley reported on the Information Services section in place of Dennis Garvey, IT Director. Susie Ybarra, Interim Director of the Housing Choice Voucher Program, noted a mistake in her report and asked that it be corrected. Ms. Ybarra stated that “just over 600 vouchers” were issued in the last year, not the 30,437 that was entered in the report. Ms. Mosley asked the Board to accept the Programs Report with the correction.

**Motion:** To accept the Programs Report with the correction as noted.  
**Moved By:** Sheriff Randy Geris                                      **Second:** Robert Coffee  
**Vote:** **Motion carried by voice vote**

**Festival of Trees Recap**

Christy Hilbert, Communications Director, gave a recap of the Festival of Trees Annual Fundraiser. Ms. Hilbert said it was the most successful Festival of Trees event in its history. Ms. Villanueva spoke about attending the event and asked that the Board members be more involved with the planning and hosting of Festival of Trees in the future.

**Executive Director’s Report**

Ms. York reported on the following:

- Advisory Committee – Ms. York stated that during the last Pathways to Excellence meeting, staff discussed whether a series of Judges’ Luncheon meetings would constitute an Advisory Group as required by PTE standards. Ms. York said she believes the standard can be met by scheduling focus groups and regular meetings with community leaders who work with low-income people, instead of establishing an Advisory Committee as previously considered.
- Board Member Responsibilities – In reference to some of the responses from the Board’s self-assessment survey, Ms. York spoke about Board members’ roles and responsibilities with regards to the Board/Executive Director relationship and interactions with staff.

After discussion, Ms. York asked that the Board accept her report.

**Motion:** To accept the Executive Director’s report.  
**Moved By:** Judge Dan Looten **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 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:** John Sharp **Second:** Sheriff Randy Geris  
**Vote:** **Motion carried by voice vote**

Hearing no objections meeting was adjourned at 12:28 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 February 3, 2022.*

Signature:  \_\_\_\_\_

Name: Judge Dan Looten

Title: Board Secretary

PCS Annual Board of Directors' Meeting Minutes, December 16, 2021