

**Panhandle Community Services
Board of Directors Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for January 16, 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
Amy Taylor	A	Jason Vanosdol	A	Judge Rowdy Rhoades	P
Robert Coffee	P	John Sharp	P	Judge Dan Looten	P
Amanda Quillin	P	Brian Gillispie	P	CM Esmeralda Mills	P
Teresa Lane	P	Brian Hevrin	A	Judge Mitchell Locke	P

Guests

Alphonso Vaughn

<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
Christy Hilbert	Communications Division Director
Benita San Miguel	Weatherization Director
Lisa Matthyse	Executive Assistant
Cassandra Hernandez	Administrative 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. Appendix B includes committee meeting minutes.

Call to Order

John Sharp, Board President, called the regular business meeting to order at 10:02 a.m. Central Time (Organizational Standard 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). Ms. Matthyse noted that Alphonso Vaughn was attending as a guest. Mr. Sharp led the Pledge of Allegiance and the recital of the Panhandle Community Services (PCS) Mission Statement and Vision Statement. Magi York, Executive Director, led the prayer.

Consent Agenda (OS 5.9)

Mr. Sharp asked if anyone would like to remove an item from the consent agenda for discussion. Hearing no requests for discussion, Mr. Sharp 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 December 19, 2024, Board of

Finance Report (OS 8.7)

CFO John Mejia reviewed the Finance Report and provided an update on HR's roles and responsibilities, highlighting ongoing assessments and recent changes, including office relocations. Mr. Mejia stated that HR activities are being streamlined, while accounting is focused on cross-training and developing reports to assist directors with budgeting, particularly for wages, benefits, and overtime. He said overtime must be included in budgets and monitored consistently. Duties continue to be adjusted to strengthen the relationship between HR and accounting, and Mr. Mejia is gathering information about the MIP software upgrade to the cloud.

Mr. Mejia reported that directors are reviewing the Employee Handbook. He noted that our project accountant recently completed an analysis of transportation, which has improved understanding among accounting staff and leadership. This analysis will serve as a reference tool, and a similar analysis for HUD is expected to be completed within the next 30 days.

Mr. Mejia stated that he aims to reduce audit adjustments by addressing necessary entries in advance and reviewing GAAP-related entries. He stated that directors were planning to review the fiscal manual and that he was evaluating our contracts and looking at our return on investment to determine if we should issue an RFP. He said that our contracts affect our budgets and wants to get a good picture of the agency-wide budget. Mr. Mejia also stated that he and Ms. York met with a retirement group that shared some valuable insights.

Mr. Mejia referred to the financial statements and reported the following:

Balance Sheet and Comparative Balance Sheet – Mr. Mejia reviewed the balance sheet, noting that the operating cash balance is low. Our Accounts Receivable stands at \$2.4 million, requiring daily cash flow monitoring to ensure adequate funds for expenditures. He noted that the reserves, totaling \$2.6 million, leave no flexibility to absorb shortfalls. Mr. Mejia highlighted the accounts receivable portion of the balance sheet related to transportation. He stated that reimbursement requests have a quick turnaround, but the amounts can be close to the \$1 million limit on the line of credit. He noted that the comparative balance sheet summarizes the two audited years and the current year.

Fund 391 Local (County) Funds – Mr. Mejia reviewed the Statement of Revenue and Expenditures for Fund 391, which shows the total amounts for county funds. He stated that two counties contributed funds for November, but there were no expenditures. Lydia Villanueva asked him to explain the temporary restriction on private donations. Mr. Mejia said it means the funds were designed for a specific purpose. For example, if somebody gave us a donation for the hygiene closet, we could only spend it for the hygiene closet.

Fund 100: General Unrestricted – Mr. Mejia explained that Fund 100 includes different cost types or categories, which allow us to track the revenue and expenses for each category in the General Unrestricted Fund. He highlighted the total revenue and expenses on the report, noting that we spent more than we brought in. He said the report was misleading because it does not include depreciation, which typically generates about \$80,000 annually for the agency. However, if we continue to spend more than we generate, it will affect our reserves and put pressure on cash management. He stated that we need to summarize our commitments for the next twelve months, estimate expected income, and plan for covering any shortfall, and then we can make adjustments as needed.

Grant Summary—Mr. Mejia referred to the Grant Summary sheet, which summarizes the activities in PCS grants. He highlighted the grants marked with 'red lights.' He then highlighted the Fund Watch section at the bottom of the report, where directors state how they plan to resolve the issue that caused the grant to be under a fund watch.

(The Finance Report (memo), November 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, November County Funds Summary, and Unrestricted Funds Statement were included in the packet sent to the Board.)

Mr. Mejia asked for a motion to accept the Finance Report.

Motion: To accept the Finance Report
Moved By: Lydia Villanueva **Second:** Teresa Lane
Vote: Motion carried by voice vote

Reaffirm the Adoption of The Promise of Community Action

Ms. York explained that the National Community Action Partnership (NCAP) asked all community action agencies to adopt the Promise of Community Action. The PCS Board of Directors formally adopted the Promise of Community Action on March 17, 2022, and recites the Promise at the end of every meeting. Mr. Sharp requested a motion to reaffirm the adoption of the Promise of Community Action.

Motion: To Reaffirm the Adoption of the Promise of Community Action.
Moved By: Denese Skinner **Second:** Teresa Lane
Vote: Motion carried by voice vote

Reaffirm the Adoption of The Community Action Code of Ethics

Mr. Sharp stated that the Board had previously adopted the Code of Ethics. He requested a motion to reaffirm the adoption of the Community Action Code of Ethics.

Motion: To Reaffirm the Adoption of the Community Action Code of Ethics.
Moved By: Denese Skinner **Second:** Judge Mitchell Locke
Vote: Motion carried by voice vote

Approve the 2025-2027 Strategic Plan

Scott Caldwell, Consultant, presented his strategic plan report and asked that the board begin the discussion with the proposed revisions to the mission and vision statements. John Sharp suggested that discussions regarding changes to the mission and vision statements should involve board and staff members because the board must understand the reasons behind any changes. He said it is the Board's responsibility to set the organization's direction. Mr. Sharp appointed Judge Dan Looten, Denese Skinner, and Judge Mitchell Locke to meet with Ms. York to review the mission and vision statements. Mr. Caldwell and Mr. Sharp discussed the trend of moving away from the term "self-sufficiency."

Mr. Caldwell stated that the 2024 Community Needs Assessment (CNA) and various analyses were used to help determine the agency's strategic priorities. The process comprised involvement from all levels, including the Impact Launch Leadership Group, Strategic Planning Committee and multiple workgroups comprised of both leadership and non-management staff, to determine the proposed goals to present to the Board for action.

The identified strategic priorities closely align with previous goals, focusing on operational excellence, expanded client development, collaboration and partnerships, and resource development. Mr. Caldwell proposed two primary goals for the next one to three years. The first goal is to achieve platinum status in Pathways to Excellence, and the second is to increase funding through innovation. He said we want to creatively address the region's identified needs while also creating opportunities to increase discretionary funding through innovative social enterprise efforts and increased traditional fundraising efforts. He said we are proposing only two goals for the Strategic Plan because concentrating on fewer objectives will lead to a greater impact.

Judge Dan Looten stated that he does not like change, but that change is inevitable. He said that if we needed to inspect the mission and vision statements and we could improve them, then he would support the change. Ms. York agreed with Judge Looten and said we should discuss improving the mission and vision, but we should not feel we

must change them. She referred to the Strategic Plan goals and said she supported focusing on only two goals because the Strategic Plan has to take us forward, noting that the agency would be strengthened with the board setting direction. Denese Skinner stated the importance of having a simple goal that everyone can rally behind and said she approved of the two goals in the plan. Mr. Caldwell stated that we want to create a situation where every department can see their role in the Strategic Plan and in pursuing excellence. He said that discussions about increasing funding could promote innovative ideas specifically focused on meeting the needs of this region.

Mr. Sharp requested a motion to approve the 2025-2027 PCS Strategic Plan, knowing that we are having a sidebar group discuss the vision and mission statements. He asked Mr. Caldwell to report on the results of the discussion regarding the Mission and Vision Statements at the March Board meeting.

Motion: To Approve the 2025-2027 PCS Strategic Plan knowing that we are having a sidebar group discuss the vision and mission statements.
Moved By: Denese Skinner **Second:** Judge Tim Glass
Vote: **Motion carried by voice vote**

Closed to Executive Session

Mr. Sharp requested a motion to move to executive session.

Motion: To move to executive session.
Moved By: Judge Dan Looten **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

The board moved to executive session at 11:10 A.M.

Closed to Executive Session: *The Board may convene in executive session pursuant to Texas Government Code, Chapter 551:*

a. Sec. 551.074 – Executive Director’s Evaluation

Reconvene to open session. *Except as specifically authorized by applicable law, the board may not take any actions in executive session.*

Esmeralda Mills left the meeting at 12:20 P.M.

Mr. Sharp requested a motion to reconvene from the executive session.

Motion: To reconvene from the executive session.
Moved By: Lydia Villanueva **Second:** Teresa Lane
Vote: **Motion carried by voice vote**

The board reconvened into open session at 12:23 P.M.

Accept the Executive Director’s Evaluation and Approve Compensation

Mr. Sharp stated that he would entertain a motion for an increase in the compensation of the agreement of \$10,000 for the executive director’s salary and the contract with Meliora Partners.

Motion: For an increase in the compensation of the agreement of \$10,000 for the executive director’s salary and the contract with Meliora Partners.
Moved By: Judge Mitchell Locke **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

