

**Panhandle Community Services
Board of Directors Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for February 20, 2025, @ 11:00 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	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
Christy Hilbert	Communications Division 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

John Sharp, Board President, called the regular business meeting to order at 11:04 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 Kerry George was also attending. Mr. Sharp 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)

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 January 16, 2025, Board of Directors Meeting and the January 16, 2025, Governance Committee Meeting; a list of signed items presented for ratification by the Board; the Funding Applications Report; and the Board Parking Lot.)

Motion:	To approve the consent agenda.	
Moved By:	Lydia Villanueva	Second: Judge Mitchell Locke
Vote:	Motion carried by voice vote	

Accept Amy Taylor's Resignation from the Board of Directors

Denese Skinner, Chair of the Governance Committee, reported that Amy Taylor was moving out of town and had turned in her resignation. Ms. Skinner noted Ms. Taylor's powerful impact on PCS and said we were grateful for her wisdom.

Mr. Sharp requested a motion to accept Amy Taylor's resignation.

Motion: To Accept Amy Taylor's Resignation.
Moved By: Brian Gillispie **Second:** Judge Dan Looten
Vote: Motion carried by voice vote

Seat New Board Members

Ms. York reported that Alphonso Vaughn would not be joining the PCS Board of Directors. She stated that Mr. Vaughn had informed her that the Executive Committee of the NAACP declined to appoint him to our Board because they felt that he needed to be in a primary leadership position with their organization at this time. Mr. Vaughn said he would ask another member of the Amarillo NAACP to serve on our Board.

Ms. Skinner introduced Kerry George, the candidate for the Region 5 Private Sector seat. She said that Ms. George would represent the First Baptist Church of Vega. Ms. George said she grew up in Oldham County, married in 1986 and became a widow in 2021. She has three children, two of whom live in Amarillo, and a son with special needs who lives at home. She said she and her husband fostered children for over 20 years, and she considers them all family. Her main focus now is her son and her work with the church. Ms. Skinner offered Kerry George for consideration to serve on our board.

Mr. Sharp requested a motion to seat Kerry George on the Board as the Region 5 Private Sector Representative from the First Baptist Church in Vega.

Motion: To seat Kerry George on the Board as the Region 5 Private Sector Representative from the First Baptist Church in Vega.
Moved By: Judge Mitchell Locke **Second:** Brian Gillispie
Vote: Motion carried by voice vote

(Amanda Quillin entered the meeting at 11:16 A.M.)

Tecovas Terrace Project

Representatives from Woda Cooper Companies, an affordable housing developer, presented the Tecovas Terrace Project, which will provide 80 affordable housing units in the Barrio neighborhood in Amarillo. The representatives stated that Woda Cooper Companies specializes in developing, constructing, and managing affordable housing properties. The proposed project will offer units allocated for families with incomes at 30%, 50%, and 60% of the area median income. The development will emphasize safety with Crime Prevention Through Environmental Design (CPTED) principles, 24/7 recorded cameras, a perimeter fence, and collaboration with local police. Woda Cooper Companies is seeking a nonprofit partner, like Panhandle Community Services, to provide case management and services for residents. They stated that PCS would not have to make a financial commitment.

The Tecovas Terrace Project is supported by local organizations. It will be funded through the Low-Income Housing Tax Credit (LIHTC) program, allowing developers to keep rents lower by selling tax credits to equity investors. The project involves outreach to local organizations for community support, including safety talks from the Police and Fire Departments and financial literacy classes. The development will feature a Service

Coordination Office to assist with tenant support services, ensuring residents can access the resources they need. PCS's role would be to help provide services to the tenants.

Woda Cooper Companies' primary request is for a board resolution that confirms the board is aware of and supports PCS's participation in the project. The board resolution needs to be prepared and signed by next week, and PCS Board Bylaws need to be reviewed and updated if necessary. The company's representatives stated that the risk to PCS is reputational, not financial, as the developers will assume responsibility for guaranteeing the project's completion.

The Board discussed concerns about revising the Board Bylaws and the project's impact on future funding. John Sharp requested a Board meeting scheduled for Tuesday, February 25, 2025, at 1:00 PM to review and vote on the resolution and bylaws revisions.

Board Training: Understanding Financial Documents (OS 5.8)

Mr. Sharp requested a motion to table the Board training until the March Board meeting.

Motion: To Table the Board Training until the March Board Meeting
Moved By: Judge Mitchell Locke **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

Executive Director's Report

Magi York, Executive Director, reported the following:

- CAPLAW Conference - Ms. York reminded Board members about this year's CAPLAW conference. She encouraged new Board members to attend and said it is one of the best training conferences for them.
- Board Training - Ms. York reminded the Board that optional training sessions will be held at 9:30 a.m. before each monthly board meeting. The topics for each month's training will be sent out in advance, allowing board members to decide whether or not they would like to attend.
- Executive Orders - Ms. York reported on the Executive Orders that have affected or may affect programs at PCS. The programs she mentioned included the Health Navigators program, the Retired and Senior Volunteer Program (RSVP), the Volunteer Income Tax Assistance Program (VITA), the Comprehensive Energy Assistance Program (CEAP), the Department of Energy's (DOE) programs, and the Community Services Block Grant (CSBG). Ms. York stated that CSBG allows PCS to be a Community Action Agency, which in turn allows us to receive funding from CEAP and DOE, so the vote in Congress to allow CSBG to continue is important to us. She also reported that our contracts are under close review.

Ms. York reported on our steps to comply with the Executive Orders, including rewriting our RSVP grant application and working to rewrite and resign our MOUs (Memorandum of Understanding) with our partners by tomorrow's deadline. We are also evaluating moving to a de minimis rate for VITA, as the program will not accept our indirect cost rate.

Ms. York stated that we are reading the orders as they come in and moving as quickly as possible to make the required changes. She said she receives daily updates from the Texas Association of Community Action Agencies (TACAA) Executive Director and asked what updates the Board wants to see. Board members agreed they would like weekly email updates. They stated that the Executive Committee would be available to meet on an emergency basis if Ms. York has to make decisions quickly.

Ms. York asked that her report be accepted.

Motion: To accept the Executive Director's Report.
Moved By: Judge Dan Looten **Second:** Kerry George
Vote: **Motion carried by voice vote**

Finance Report (OS 8.7)

CFO John Mejia referred to the financial statements included in the packet and asked if there were any questions. Mr. Mejia stated that the Audit and Finance Committee reviewed the statements during their meeting that morning. Mr. Sharp said they noted the six programs that went over budget and that the directors of those programs have been told that PCS cannot continue to use unrestricted funds to cover their lack of budgeting. Mr. Mejia said they also discussed the restructuring of the agency and how we are holding people accountable for the programs they have. He said he is also reviewing contracts to ensure we are getting a return on our investment.

Mr. Sharp asked that the finance report be accepted.

(The December 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, December 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: Jason Vanosdol **Second:** Judge Mitchell Locke
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 Mitchell Locke **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

The board moved to executive session at 12:39 P.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.*

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

Motion: To reconvene from the executive session.
Moved By: Judge Dan Looten **Second:** Judge Mitchell Locke
Vote: **Motion carried by voice vote**

The board reconvened into open session at 12:55 P.M.

Mr. Sharp requested a motion to accept Magi York's stretch goals and to her building a template for measurement.

Motion: To accept Magi York's stretch goals and to her building a template for measurement.
Moved By: Jason Vanosdol **Second:** Judge Mitchell Locke
Vote: **Motion carried by voice vote**

Final Public Comment Period

John Sharp called for public comment. No public comments were made.

The Promise of Community Action

Mr. Sharp 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: Judge Mitchell Locke **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Hearing no objections, the meeting was adjourned at 12:58 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, February 20, 2025