

**Panhandle Community Services
Board of Directors Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for March 20, 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 | P | Jason Vanosdol | A | Judge Rowdy Rhoades | P |
| Amanda Quillin | P | John Sharp | P | Judge Dan Looten | P |
| Teresa Lane | P | Brian Gillispie | P | CM Esmeralda Mills | P |
| Vacant | | Kerry George | A | 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 10:00 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). Executive Director Magi York led the Pledge of Allegiance and the recital of the Panhandle Community Services (PCS) Mission Statement and Vision Statement. Ms. York led the prayer.

Consent Agenda (OS 5.9, OS 8.7)

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 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 Financial Statements (OS 8.7).)

Motion: To approve the consent agenda.
Moved By: Judge Dan Looten **Second:** Lydia Villanueva
Vote: Motion carried by voice vote

Board Engagement Series: Teresa Lane

Teresa Lane shared photos of her neighborhood after the wildfires last year and photos of the same area now. She said a group from Indiana helped build homes for those affected by the fires. Some people lived in Fifth Wheels while rebuilding; others brought in mobile homes or built barndominiums. Ms. Lane said she thought it was nice to see people in a new place to live and wanted to share the good news.

(Judge Tim Glass joined online at 10:12.)

Board Training: Understanding Financial Documents (OS 5.8)

John Mejia, CFO, stated that the training would cover the monthly financial statements provided to the board. Mr. Mejia reviewed the Grant Fund Summary Report, which outlines each program's budget, monthly and year-to-date expenses, and remaining balance—giving board members a picture of the activity in our grants. The report also includes a "fund watch" section highlighting areas of interest or concern with the grants.

Mr. Mejia then reviewed the balance sheet, stating that it provides a financial picture of the agency at a point in time. He explained how to read assets, liabilities, and total net assets. He noted that the accounts receivable line shows the amount waiting to be reimbursed by the grants.

Mr. Mejia also reviewed the county funds report, which shows total contributions from all 26 counties in the service area, and a second report that breaks down the amounts by county. Lastly, Mr. Mejia reviewed the Statement of Revenue and Expenditures for Unrestricted Funds, stating that the funds are contributions from fundraising. He explained the difference between restricted and unrestricted donations.

The board discussed the annotations in the Meeting Book on BoardEffect, and Family Services Division Director Audra Rea answered questions about the Grant Applications report. She stated that the Bivins Grant was previously used to provide dental assistance. When the grant cycle opens again, she will apply for funding based on area needs at that time.

Committee Reports (OS 5.9)

Committee chairs provided summary reports from the committee meetings on February 20, 2025.

Programs Committee – Judge Dan Looten, Vice President and Chair of the Programs Committee, reported the following:

The Programs Committee reviewed the quarterly Community Impact Statement, noting that PCS spent program dollars in each of the 26 counties in our service area. Benita San Miguel reported that we had not received reimbursements from the Department of Energy for our Weatherization program. Work on the DOE-BIL program was suspended as she waited for reimbursements to begin again. Lylene Springer reported receiving additional federal funds for transportation, and Christina Cristan reported on the success of our recent utility assistance event. Audra Rea introduced the new rural homelessness program, Pathway to Home. She also reported that PCS would begin offering financial wellness classes to clients and staff.

Resource Development Committee – Amanda Quillin, Secretary and Chair of the Resource Development Committee, reported the following:

The committee approved revisions to the Resource Development Committee Job Description. They combined the Community Relations and Communications sections for reporting purposes and modified the committee's responsibility for IT policy approvals. Agency directors presented their departmental reports to the committee. Human Resources is currently revising the employee handbook with the directors' input. They are also working to shift to quarterly performance evaluations. The Communications Department is introducing a monthly newsletter, and IT will move toward narrative-driven reporting while maintaining key metrics.

Audit and Finance Committee – Brian Gillispie, Treasurer and Chair of the Audit and Finance Committee, reported:

The committee reviewed the financial statements ending December 31, 2024, and approved the agency's credit card statements. The committee revisited old business, including the transportation analysis and contract assessments, and Mr. Mejia gave an update on HR roles and responsibilities and the finance/accounting department. The committee also reviewed the Audit and Finance Committee job description, addressed challenges with funding sources, and discussed the agency-wide budget. Mr. Gillispie said that PCS will issue a proposal for audit and tax services this year.

Mr. Sharp requested a motion to approve all committee reports as presented.

Motion: To approve all committee reports as presented.
Moved By: Lydia Villanueva **Second:** Judge Mitchell Locke
Vote: **Motion carried by voice vote**

Governance Committee Report

Denese Skinner, Governance Committee Chair, reported that the committee reviewed the Governance Committee Job Description. Though they made some changes to the job description, the committee's primary focus will remain the board's activities, particularly recruiting new board members. The committee accepted the Priority List of Organizations for potential board member recruitment without changes.

Ms. Skinner reported on the committee's discussion regarding recruitment for the upcoming board vacancies in 2026. She stated that she, Judge Looten, and Robert Coffee would complete their second and final terms on the board at the end of the year, creating vacancies that would need to be filled. Esmeralda Mills, who will finish her first term in December 2025, and Kerry George, who is currently serving the remainder of Brian Hevrin's term, will both be eligible to serve another term should they choose to continue serving on the board. Ms. Skinner reported that Ms. York had received a recommendation from Alphonso Vaughn for a member of the NAACP to fill the current vacancy on the board.

Committee members discussed a proposal to begin transitioning from five to six board regions and to increase the number of board members to 18 but decided after discussion that an 18-member board would be difficult to manage. The committee agreed instead to allow the five regional Advisory Committees, now under the direction of Christy Hilbert, Communications Division Director, time to improve membership and participation before considering expanding the board.

Ms. Skinner reported on the proposed revisions to the Board Bylaws. The first revision was the language requested by Woda Cooper Companies. Our attorney confirmed that the addition of the line "...including the provision or fostering of housing for low-income persons" falls within the general language of our 501(c)(3) provisions. However, the committee agreed to wait for more information about what other agencies include in their bylaws before making a final recommendation to the board.

The committee also reviewed the emergency powers section of the bylaws. After discussion, committee members recommended changing the designation of the person who can declare a disaster from "FEMA" to any "local government official that has authority to declare an emergency" and defining the scope of the disaster declaration to include "any portion of the twenty-six counties in the corporation's service area."

Ms. Skinner said the committee decided to table approval of the bylaws revisions until they received more details on the proposed housing-related language and all changes were compiled into one document.

Mr. Sharp requested a motion to accept the Governance Committee Report.

Motion: To accept the Governance Committee Report.
Moved By: Brian Gillispie **Second:** Teresa Lane
Vote: **Motion carried by voice vote**

Executive Director's Report

Magi York, Executive Director, reported the following:

- Follow-up on Governance Committee Report—Ms. York stated that she had contacted two community action agencies and was told their bylaws included language on Headstart and housing programs.
- Universal Intake—Ms. York stated that PCS is implementing the Universal Intake process to improve client service by providing better all-around services. Applications submitted through the Universal Intake process will be reviewed and passed to individual services, like CEAP or HUD. This project will begin in April.
- Executive Orders Update—Ms. York reported that the Continuing Resolution was passed, so our CSBG, CEAP, and Weatherization programs are in better shape now. However, there were no increases in funding. DOE BIL will be reimbursed today, but Ms. York stated that she does not want to begin work under the grant again until she receives clarification from TDHCA. Ms. York reported concerns with RSVP, stating they required additional certifications and changes to our work plan.
- BoardEffect Training—Ms. York reported that our board management portal update was about six weeks out. We will have training on BoardEffect at the next Board meeting.
- Notice regarding the Dumas Center—The M.S. Doss Foundation application for funding for the Dumas Center will require a Board resolution to approve submitting it. Ms. York stated that we may need to ask for a special meeting to approve the resolution. She said she hoped we would receive \$150,000 in funding. The board discussed other foundations we should contact for funding. Ms. York stated that she would inform our grant writers.
- Judge Looten returned to his Programs Committee report to provide an update on the construction of the transit maintenance facility. He said construction is on track to be completed in October. Ms. York said that Lylene Springer would bring pictures of the site to the meeting next month and give an update.

Ms. York asked that her report be accepted.

Motion: To accept the Executive Director's Report.
Moved By: Denese Skinner **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

Strategic Plan: Approve Mission and Vision Statements (OS 4.1)

Scott Caldwell reported that board members Denese Skinner, Judge Dan Looten, and Judge Mitchell Locke met with Magi York and several PCS staff members to discuss potential revisions to the PCS Mission and Vision statements. Mr. Caldwell reported that they revised some of the terminology in the mission statement. They changed the term “low-income people” to “individuals and families” and the term “self-sufficiency” to “stability.” The revised mission statement reads: "Our mission is to work as a community leader and partner to change the lives of individuals and families in the Texas Panhandle by bridging the gap from poverty to stability." Mr. Caldwell stated that they wanted everyone to look at the mission statement and see how they could relate to the work being done by Panhandle Community Services.

Mr. Caldwell stated that our vision statement was revised to reflect that we want everyone we work with to be empowered to achieve their highest level of well-being and independence. The vision statement was revised to read: "Our vision is that the residents of our communities are empowered to achieve their highest level of well-being and independence."

Mr. Sharp asked if there was any discussion on the mission statement. Hearing none, he requested a motion to accept the revision of the mission statement: "To work as a community leader and partner to change the lives of individuals and families in the Texas Panhandle by bridging the gap from poverty to stability." Denese Skinner requested an edit to make the “S” in stability lowercase. Mr. Sharp repeated the motion with the revision of the small “s.”

Motion: To accept the revision of the Mission Statement.
Moved By: Judge Tim Glass **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Mr. Sharp asked if there was any discussion on the vision statement. Hearing none, he requested a motion to revise the vision statement to read, "Our vision is that the residents of our communities are empowered to achieve their highest level of well-being and independence."

Motion: To revise the Vision Statement
Moved By: Judge Dan Looten **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Mr. Caldwell stated that the next steps would be to define a plan to communicate updates to staff, funders, and partners and establish a timeline for implementing these changes.

Revised Fiscal Manual (OS 8.10)

John Mejia reviewed the summary of changes for the revised Fiscal Manual. (The summary and the Revised Fiscal Manual with Tracked Changes were included in the meeting packet.) The changes included updating the organizational chart, adding "or designee" wherever CFO is mentioned, changing "Accounting Department" to "IT Department" in the Cell Phone Plans section, and changing "senior accountant" to "accountants" in the Bank Reconciliations section.

Mr. Mejia reported that he included the Accounting Department alongside the HR Director in the Review of Payroll section of the manual. Mr. Mejia also stated that payroll was changed from semi-monthly to bi-weekly. He said the change made it easier for Directors to calculate overtime, and staff said they wanted to go to bi-weekly paychecks. The board discussed the effect of the change in payroll on agency staff.

Mr. Mejia added a basic investment policy section to the manual. The board discussed requesting bids from local banks. Mr. Sharp suggested revising the language in the bids to say banks "within our service area." Mr. Mejia said he could modify this.

Mr. Mejia reported updating the property and equipment section to reflect a change from \$5,000 to \$10,000. Under record retention, he added a requirement for CFO approval before destroying records. The board discussed the need to have a paper trail when destroying records.

The board discussed the agency's current investments, including TexPool and a CD. Mr. Mejia said we will need a Board Resolution to update the names on the bank's signature card for the CD. He asked that the resolution be put on next month's agenda.

Mr. Sharp requested a motion to approve the revised Fiscal Manual with the changes discussed.

Motion: To approve the revised Fiscal Manual with the changes discussed.
Moved By: Lydia Villanueva **Second:** Judge Mitchell Locke
Vote: **Motion carried by voice vote**

Agency-wide Budget (OS 8.9)

Mr. Mejia stated that the budget should be completed before the new year for planning purposes. However, he said there were challenges due to the differing grant calendars, such as Transit, which runs from September to August. He highlighted tools such as the grant summary, Red Light/Green Light, and Scorecard for tracking funds. Mr. Mejia stated that he would provide quarterly budget updates so the board could see the changes once we know the actual amount of grant awards. Mr. Gillispie suggested approving the budget in the fall and establishing a consistent schedule. After discussion, Mr. Mejia agreed to present the budget at the Annual Board of Directors Meeting and quarterly throughout the year.

Mr. Sharp requested a motion to approve the Agency-wide Budget as presented.

Motion: To approve the Agency-wide Budget as presented.
Moved By: Denese Skinner **Second:** Brian Gillispie
Vote: **Motion carried by voice vote**

Authorized Signatures

Mr. Sharp stated that because our board officers had changed, we needed to update the authorized signatories with our banks.

Mr. Sharp requested a motion to remove Judge Cindy Irwin and Amy Taylor as authorized signatories.

Motion: To remove Judge Cindy Irwin and Amy Taylor as authorized signatories.
Moved By: Judge Mitchell Locke **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Mr. Sharp requested a motion to add Judge Dan Looten as an authorized signatory to all accounts and Amanda Quillin as an authorized signatory to all accounts except those related to HUD.

Motion: To add Judge Dan Looten as an authorized signatory to all accounts and add Amanda Quillin as an authorized signatory to all accounts except those related to HUD.
Moved By: Judge Tim Glass **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

