

**Panhandle Community Services
Board of Directors Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for January 18, 2023, @ 10:00 am**

Board Members by Sector:

Low Income

Lydia Villanueva
Amy Taylor
Robert Coffee
Amanda Quillin
Teresa Lane

A
P
P
A
P

Private

Denese Skinner
Aaron Lopez
John Sharp
Brian Gillispie
Vacant Seat

P
A
P
A
P

Public

Judge Cindy Irwin
Judge Rowdy Rhoades
Judge Dan Looten
CM Esmeralda Mills
Judge Chris Porter

P
P
P
P
P

Staff

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

Position/Title

Executive Director
Chief Financial Officer
Asst. Director of Finance
Information Services Director
Human Resources Director
Transportation Director
RSVP & Health Services Director
Communications Director
Energy Assistance Director
Family Services Director
Community Relations Director
Outreach Services Program Director
Weatherization Director
Executive 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

Judge Cindy Irwin, President, called the regular business meeting to order at 10:10 a.m. central standard 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). Judge Irwin 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)

Judge Irwin referred to the Consent Agenda and asked if there were any questions. Hearing none, Judge Irwin asked for a motion to approve the consent agenda. (The consent agenda and all associated reports were included in the Board Packet. Reports included correspondence; December 15, 2022, Board of Directors Meeting Minutes; December 9, 2022, Strategic Planning Committee Meeting Minutes; a list of signed items presented for ratification by the Board; a list of grants submitted/received; and the *Three Things for the Board to Know* program highlight report (OS5.9).)

Motion: To approve the consent agenda.
Moved By: Judge Chris Porter **Second:** John Sharp
Vote: **Motion carried by voice vote**

Seat New Board Members (OS 5.1, OS 5.5, Board Bylaws Article III, Section E)

Denese Skinner, Governance Committee Chair, introduced Teresa Lane as the Board member candidate for the Region 3 Low-Income Sector seat. Ms. Skinner said that Patsy Reyna, the CEAP Program Specialist from Borger, had recommended Ms. Lane. Ms. Lane spoke about herself and her reasons for joining the Board of Directors. Judge Irwin asked for a motion to seat Teresa Lane.

Motion: To seat Teresa Lane as the Region 3 Low-Income Sector representative on the Board.
Moved By: Denese Skinner **Second:** Judge Rowdy Rhoades
Vote: **Motion carried by voice vote**

Judge Irwin introduced Friona City Council Member Esmeralda Mills, who was seated on the Board at the December 15, 2023, Board Meeting. Ms. Mills represents the Public Sector from Region 5.

Board Training: Ethics, Pt. 1 – Understanding Ethics (OS 5.8) (PTE 1.1; 1.3) (45-minute Board Training Session)

Randy Cazarez, HR Director, presented his training entitled “Understanding Ethics.” Mr. Cazarez said he would cover the importance of ethics, confidentiality, and the Whistleblower Policy.

Mr. Cazarez covered the following:

- Ethics as principles to guide our actions;
- Consequences of unethical behavior;
- Confidential information shared with the Board;
- The Board’s role in the agency’s Whistleblower Policy; and,
- Investigating whistleblower retaliation.

Board Engagement Series (OS 4.4; OS 9.3)

Judge Rowdy Rhoades talked about his service on the Board of Directors. Judge Rhoades said he was on the Transit Board before it was combined with the PCS Board of Directors. He spoke about the circumstances that led to hiring Magi York as Executive Director and their work to rebuild the agency. Judge Rhoades remarked on the number of people PCS has helped and said that serving on the Board has helped him in his work with his county.

The Promise of Community Action / The Community Action Code of Ethics

Ms. York stated that the Board had previously adopted the Promise of Community Action and the Community Action Code of Ethics and that each year we ask the Board to reaffirm the adoption of both. Ms. York referred to the "Adoption of the Promise of Community Action" and the "Adoption of the Community Action Code of Ethics" included in the Board packet and asked for a motion to accept both documents.

Motion: To accept both documents.
Moved By: Judge Chris Porter **Second:** John Sharp
Vote: **Motion carried by voice vote**

Strategic Plan Review (OS 6.5)

Scott Caldwell, President, Caldwell Business Group, presented the Strategic Plan review. Mr. Caldwell passed out copies of his Strategic Plan Board Report which included an overview of the Strategic Planning Committee, the Target v. Actual section of the Strategic Plan, and the proposed changes to the Strategic Plan. Mr. Caldwell described the role of the Strategic Planning Committee, which the Board created in April 2022 to help implement the Strategic Plan. He said that committee members would provide regular updates to the Board in the future. Mr. Caldwell also spoke about the Pathways to Excellence initiative and how it works with the Strategic Plan.

Mr. Caldwell referred to his handout and noted the five proposed changes listed under the Executive Director section of "Goal 4: Improve and Increase Agency Capacity to Sustain our Mission of Eliminating Poverty." He stated that the outputs and outcomes in this section were updated to reflect our progress toward achieving the Pathways to Excellence award. Mr. Caldwell asked the Board to accept the proposed changes to the Strategic Plan.

Motion: To accept the proposed changes to the Strategic Plan.
Moved By: John Sharp **Second:** Robert Coffee
Vote: **Motion carried by voice vote**

Weatherization Readiness Funds

Ms. York stated that the Dept. of Energy (DOE) was providing a Weatherization Readiness Fund, allowing agencies to make repairs to homes to keep them from being deferred from the Weatherization program. Ms. York said PCS would receive \$10,000.00, and we could combine the readiness funds with Housing Preservation Grant (HPG) funds to make repairs to homes and continue weatherization according to the standards the State has set. Ms. York referred to a draft of the Weatherization Readiness Policy (included in the packet). She stated that DOE required that the Board institute the policy, which states that we are committed to using the funds in a manner that would allow us to serve more individuals through Weatherization.

Ms. York asked for a motion to approve the Weatherization Readiness Policy.

Motion: To accept the funds.
Moved By: Judge Dan Looten **Second:** Denese Skinner
Vote: **Motion carried by voice vote**

Resolution: First Bank Southwest Accounts

Robert Carlton, CFO, stated that anytime the agency has a relationship established with a bank, we need a resolution approved by the Board. Mr. Carlton reviewed the decision to open credit card accounts with FirstBank Southwest. He noted that FirstBank Southwest is the administrator of our retirement plan. Mr. Carlton said we might also move a checking account to FirstBank Southwest. Mr. Carlton asked the Board to approve the resolution included in the packet.

Motion: To approve the resolution.
Moved By: Judge Chris Porter **Second:** Denese Skinner
Vote: **Motion carried by voice vote**

Audit Engagement Letter

Mr. Carlton reported that we completed our fiscal year and were getting ready to do our audit. He asked the Board to approve the signing of the audit engagement letter to be sent to our auditor, Neil Phillips, at Jarred, Gilmore & Phillips. (A copy of the letter was included in the Board packet.)

Motion: To approve the signing of the Audit Engagement Letter.
Moved By: John Sharp **Second:** Judge Chris Porter
Vote: **Motion carried by voice vote**

Review Fiscal Manual

Mr. Carlton stated that he had reviewed the agency's fiscal manual as required by the Community Services Block Grant (CSBG) Organizational Standards. He reported on the updates he made to the manual. (A copy of the fiscal manual with tracked changes was included in the Board packet.)

After discussion, the Board recommended creating a policy for checks and balances on electronic bank transfers and implementing procedures requiring all bank accounts to be reconciled by the 25th day of the following month.

Mr. Carlton asked that the Board approve the fiscal manual with the two changes discussed.

Motion: To approve the manual with the added changes of the bank reconciliations and the electronic transfers.
Moved By: John Sharp **Second:** Judge Rowdy Rhoades
Vote: **Motion carried by voice vote**

Finance Report

Mr. Carlton presented the November Finance Report. He reviewed the Balance Sheet and bank statements for one of the accounts. Discussion followed.

Mr. Carlton reported on the Grant Summary and said all grants were within parameters. Mr. Carlton reviewed costs for renovations related to facilities.

(The November Finance Report, Bank Statements, Balance Sheet, and Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program) were included in the packet sent to the Board.)

Judge Irwin asked for a motion to approve the Finance Report.

Motion: To approve the Finance Report.
Moved By: Judge Chris Porter **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Presentation and Approval of the 2023 Master Budget

Mr. Carlton referred to the 2023 Agency-wide Budget included in the packet. He said it was a preliminary budget, and he would present the final budget to the Board in February.

Motion: To accept the preliminary 2023 Master Budget.
Moved By: John Sharp **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Authorized Signatures

Mr. Carlton stated that he and Ms. York were the only two officers legally authorized to sign contracts. He asked the Board to authorize Lylene Springer, Transportation Director, and Dennis Garvey, IS Director, to sign contracts directly related to their areas. Discussion followed.

Ms. York agreed to work on a formalized contract signature policy that would be placed in the fiscal manual and brought to the Board for final approval.

Update to HUD Fair Market Rent and Payment Standards

Audra Rea, Family Services Director, introduced Amanda Hyppolite, the Assistant HCV Program Director. They reported on updates to the HUD Fair Market Rent and Payment Standards and our Housing Choice Voucher (HCV) Administrative Plan.

Ms. Rea stated that the Dept. of Housing and Urban Development (HUD) was offering a waiver to allow Public Housing Authorities to establish payment standards of up to 120% of Fair Market Rent. Ms. Rea advised the Board that we were applying for the waiver, which would increase our payment standards from 110% (approved by the Board at the last meeting) to 120% of Fair Market Rent. She said the waiver would be in place through December 2023. Ms. Rea noted that the increase would make us more competitive in the rental market and that we would receive a greater administrative fee with the increased payment standards. Ms. Rea said that if we were not granted the waiver, we could ask our regional HUD representative to approve the increased rate.

Ms. Rea reported on a change to our HCV Administrative Plan that would allow us to grant one or more extensions for vouchers without requiring extenuating circumstances. Ms. Rea referred to the updated "Voucher Term and Extensions" section of our HCV Administrative Plan (included in the packet) and reported that clients could now apply in writing for a 30-day extension and that they could apply for such an extension an unlimited number of times. After a discussion with the Board, Ms. Rea stated that she would work with program specialists to help families apply for extensions and address the underlying reasons for needing multiple extensions.

The Board requested that they be given a report on the number of extensions the agency provides. Ms. Rea agreed to report on the number of extensions granted and the reasons why.

Motion: To approve the changes to the Administrative Plan.
Moved By: Judge Chris Porter **Second:** John Sharp
Vote: **Motion carried by voice vote**

Executive Director's Report

Ms. York reported the following:

- 2023 Board Training Calendar – Ms. York reviewed the calendar and highlighted some upcoming training sessions. She noted that PCS had purchased a poverty simulator, which we would be incorporating into our training at the Board Retreat.
- Executive Director's Evaluation – Ms. York asked the Board how they wanted to proceed with her evaluation. After discussion, the Board agreed to use the same procedures as last year.
- Board Retreat – Ms. York asked the Board if they wanted to reschedule the Board Retreat since it falls on the same week as Dogie Days in Dumas. After discussion, the Board chose to move the Board Retreat to July 6-7, 2023. The Board also moved the February Board Meeting date to February 23, 2023.

Motion: To change the Board Meeting dates as discussed.
Moved By: Judge Chris Porter **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

- TDHCA – Ms. York said a team from the programmatic side of the Texas Department of Housing and Community Affairs (TDHCA) would be in Amarillo next week to help us with the monitoring response. She stated that we received another letter from the monitoring division of TDHCA saying they were questioning costs. Ms. York said she would meet with our attorney about the letter.

Ms. York asked for a motion to accept her report.

Motion: To accept the Executive Director's report as presented.
Moved By: Judge Rowdy Rhoades **Second:** John Sharp
Vote: **Motion carried by voice vote**

