

**Panhandle Community Services
Board of Directors Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for November 2, 2023, @ 10:00 am**

Board Members by Sector:

Low Income

Lydia Villanueva **P**
Amy Taylor **P**
Robert Coffee **P**
Amanda Quillin **P**
Teresa Lane **P**

Private

Denese Skinner **A**
Aaron Lopez **P**
John Sharp **P**
Brian Gillispie **P**
Brian Hevrin **P**

Public

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

Staff

Position/Title

Magi York Executive Director
John Mejia Chief Financial Officer
Dennis Garvey Information Services Director
Randy Cazarez Human Resources Director
Lylene Springer Transportation Director
Kaitlin Mosley RSVP & Health Services Director
Christy Hilbert Communications Director
Audra Rea Director of Family Services
Christina Cristan Energy Assistance Director
Susie Ybarra Community Relations Director
Melissa Darsey Outreach Services Program Director
Benita San Miguel Weatherization Director
Lisa Matthyse Executive 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 10:00 a.m. central daylight 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 requested a motion to approve the consent agenda. (The consent agenda and all associated reports were included in the Board Packet. Reports included the September 21, 2023, Board of Directors Meeting Minutes; September 22, 2023, Advisory Council Meeting Minutes; correspondence; a list of signed items presented for ratification by the Board; a Notice of Intent to apply and receive grants; the “Three Things for the Board to Know” Program Highlight Report (OS5.9), Funding Applications report, and Board Parking Lot.)

Motion: To approve the consent agenda.
Moved By: Lydia Villanueva **Second:** Aaron Lopez
Vote: **Motion carried by voice vote**

Board Training: Festival of Trees – Board Member Fundraising (OS 5.8)

Christy Hilbert, Communications Director, presented training on how Board members could help with the Festival of Trees fundraiser and the Panhandle Gives Campaign. Ms. Hilbert handed out fliers for the Festival of Trees and the silent auction. She reminded the directors that funds are multiplied during the Panhandle Gives Campaign and instructed them on how to make donations. Ms. Hilbert encouraged Board members to make their own fundraising page to share with their contacts. She also encouraged them to contribute to the Board’s silent auction gift basket. Finally, she asked the Directors to network at the Festival of Trees event. She said fundraising is all about relationships and stressed the importance of thanking donors and opening doors to potential donors.

Board Engagement Series: Brian Gillispie

Brian Gillispie spoke about the Bridge Builders Event in Perryton on October 10th. Mr. Gillispie said the families that attended the luncheon shared their stories and discussed the needs they saw in their communities. Many of the families were still recovering from the tornado that hit Perryton and spoke about their difficulties. Mr. Gillispie said he was grateful for the opportunity to attend.

Bridge Builders Recap

Ms. Hilbert stated that our most recent Board member candidate, Jason Vanosdol, Associate Pastor of Missions and Outreach at the Community Worship Center of Perryton, also attended the Perryton Bridge Builders event. Ms. Hilbert began her presentation with a video showcasing the two Bridge Builders luncheons, the one in Perryton on October 10th and the one in Amarillo on October 11th. Ms. Hilbert gave a detailed report on the needs expressed at the events and noted some of the plans PCS has for addressing them. She said their concerns will be shared with elected officials at our Come to the Table dinner. Ms. York said she would inform the Board when the follow-up dinner meeting with local and state officials was scheduled.

Bragging Rights

Ms. York noted the individuals who received special recognition during the previous month.

Mr. Mejia reviewed the Balance Sheet as of August 31, 2023. He said the first line item to note was our cash balance, which was \$552,000. The other area was the Current Revenue and Expenditures. That line item was in the red for \$1,156,806. Mr. Mejia reviewed the funds that made up the shortfall and stated that most of the expenses would be resolved before the end of the year. Mr. Mejia reviewed the Comparative Balance Sheet, Local Funds report and General Unrestricted report and answered questions. (The Finance Report Memo, 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, and Unrestricted Funds were included in the packet sent to the Board.)

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

Motion: To accept the Finance Report.
Moved By: John Sharp **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

Executive Director's Report

Ms. York reported on the following:

- a. SNAP Grant Application – We determined we could not submit all the required documents by the due date and decided not to apply for the grant.
- b. Texas Balance of State CoC Election Update – Audra Rea was elected to the Board of the Texas Balance of State.
- c. Update on Space Needs – The church next door has become available, and we are considering purchasing the property.
- d. Additional Weatherization Funds – We have the potential to receive an additional one million dollars in DOE funds in January. We can use the funds on apartment complexes with four units or less, which would help us get caught up.
- e. ROMA Candidates – We have several new ROMA candidates. We also have the largest contingent of PCS employees trying to receive their Certified Community Action Professionals (CCAP) certificate.
- f. Annual Meeting – Ms. York asked if the Annual Meeting could be moved to December 6th as several Board members had a last-minute conflict.

Amanda Quillin left the meeting at 11:33 a.m.

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

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

Final Public Comment Period

Judge Irwin called for public comment. No public comments were made.

The Promise of Community Action

Judge Irwin 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: Lydia Villanueva

Vote: **Motion carried by voice vote**

Hearing no objections, the meeting was adjourned at 11:49 a.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: 

Name: Judge Cindy Irwin

Title: Board President

PCS Board of Directors Meeting Minutes, November 2, 2023