

**Panhandle Community Services
Board of Directors Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for December 19, 2024, @ 10:00 a.m.**

Board Members by Sector:

<u>Low Income</u>		<u>Private</u>		<u>Public</u>	
Reyna Ruiz	A	Denese Skinner	P	Judge Cindy Irwin	P
Amy Taylor	P	Jason Vanosdol	P	Judge Rowdy Rhoades	A
Robert Coffee	P	John Sharp	P	Judge Dan Looten	P
Amanda Quillin	P	Brian Gillispie	A	CM Esmeralda Mills	A
Teresa Lane	P	Brian Hevrin	P	Judge Chris Porter	A
Lydia Villanueva	P				

Guests

Judge Mitchell Locke

Staff

Position/Title

Magi York	Executive Director
John Mejia	CFO
Dennis Garvey	Information Services Director
Randy Cazarez	Human Resources Director
Lylene Springer	Transportation Director
Audra Rea	Director of Family Services
Christina Cristan	Energy Assistance Director
Christy Hilbert	Communications 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, President, called the regular business meeting to order at 10:07 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 stated that Judge Mitchell Locke and Lydia Villanueva were also present. 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 referred to the Consent Agenda and asked if any items should be removed for discussion. Hearing no requests for discussion, he 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 October 17, 2024, Board of Directors Meeting and Executive Committee Meeting, and the November 21, 2024, Audit and Finance Committee Meeting, Resource Development Committee Meeting, and Programs Committee Meeting; correspondence; a list of signed items presented for ratification by the Board; and the “Three Things for the Board to Know” Program Highlight Report (OS5.9).)

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

Judge Irwin’s and Judge Porter’s Retirement from the Board

Executive Director Magi York presented Judge Cindy Irwin with a framed certificate of achievement for her service to PCS. Judge Irwin, who has served on the Board of Directors since 2019, will complete her second and final term at the end of the year. Ms. York also announced that Judge Chris Porter was leaving the board at the end of his first term for personal reasons. She stated that Judge Porter recommended Judge Mitchell Locke as his replacement. She welcomed Judge Locke to the board. Judge Locke’s term begins January 1, 2025.

John Sharp thanked Judge Irwin and Judge Porter for their service.

CASA del Llano’s Representative on the Board of Directors

Denese Skinner, Governance Committee Chair, read a letter from the CASA del Llano Advisory Board stating that Reyna Ruiz was resigning from the PCS Board of Directors. The Advisory Board asked that Lydia Villanueva serve the remainder of Ms. Ruiz’s term as the organization’s representative. The letter stated that Ms. Ruiz and Ms. Villanueva had agreed that Ms. Ruiz would serve on the PCS Board of Directors for one year. Then, Ms. Villanueva would return to the Board to represent CASA del Llano and the low-income community.

Mr. Sharp requested a motion to accept Reyna Ruiz’s resignation from the board.

Motion: To accept Reyna Ruiz’s resignation.
Moved By: Teresa Lane **Second:** Amanda Quillin
Vote: Motion carried by voice vote

Ms. Skinner asked Lydia Villanueva if she had any comments. Ms. Villanueva expressed her pride in the work being done by the Board and said she would be honored to return if chosen. Ms. Skinner thanked Ms. Villanueva for arranging for an effective board member to serve while she waited out the year. Ms. Villanueva stated that she recommended Ms. Ruiz because she is a veteran and hoped she could continue contributing to PCS.

Mr. Sharp requested a motion to seat Lydia Villanueva on the Board.

Motion: To seat Lydia Villanueva on the Board.
Moved By: Judge Cindy Irwin **Second:** Amanda Quillin
Vote: Motion carried by voice vote

Annual Designation of the Number of Board Members

Ms. Skinner reported that our bylaws state that the Board should have no less than 15 and no more than 27 Directors. She asked Ms. York if she recommended that the number of board members remain at 15, and Ms. York agreed. Mr. Sharp requested a motion to designate the number of Board members at 15.

Motion: To designate the number of Board members at 15.
Moved By: Judge Dan Looten **Second:** Denese Skinner
Vote: Motion carried by voice vote

Annual Review of the Five Areas of Sector Distribution

Ms. York stated that one of our board regions covers eight counties, and she believes the area is too large to allow adequate representation and involvement with PCS. Ms. York requested the board's approval to explore the possibility of moving to six areas of sector distribution with eighteen board members. Ms. York reviewed the requirements for adding new board members. Mr. Sharp said to take the proposal to the Governance Committee. Ms. York recommended maintaining the current five regions for 2025 and implementing any changes in 2026. Discussion followed.

Ms. Skinner asked that the board maintain the current five areas of sector distribution with the caveat that they could change later.

Mr. Sharp requested a motion to maintain the current five areas of sector distribution.

Motion: To maintain the current five areas of sector distribution.
Moved By: Jason Vanosdol **Second:** Denese Skinner
Vote: Motion carried by voice vote

Election of the 2024 Officers

Amanda Quillin, Chair of the Nominating Committee, reported that the committee, which includes Judge Dan Looten, Pastor Brian Hevrin, and herself, met last month to select directors for officer positions in 2025. They nominated John Sharp to remain president and Brian Gillispie to remain treasurer, and both agreed. With Judge Irwin leaving the Board, the committee nominated Judge Dan Looten for Vice President. Ms. Quillin stated that Amy Taylor, the NAACP's representative on our board, is moving away and will leave the board once a replacement is found, creating a vacancy for the board secretary position. Ms. Quillin stated that she was asked to serve as board secretary for the upcoming year, and she agreed. She noted that she has served on the PCS Board of Directors for four years as a low-income sector representative.

The nominees to serve as officers of the Board of Directors for 2025 are listed below.

- President – John Sharp
- Vice-President – Judge Dan Looten
- Treasurer – Brian Gillispie
- Secretary – Amanda Quillin

Mr. Sharp requested a motion to accept the slate of officers as presented.

Motion: To accept the slate of officers as presented.
Moved By: Lydia Villanueva **Second:** Judge Cindy Irwin
Vote: Motion carried by voice vote

Election of the 2024 Executive Committee Member-at-Large

Mr. Sharp asked Denese Skinner if she would continue to serve as the Executive Committee Member-at-Large. Ms. Skinner agreed. Mr. Sharp requested a motion to accept Denese Skinner as the Executive Committee Member-at-Large.

Motion: To accept Denese Skinner as the Executive Committee Member-at-Large.
Moved By: Jason Vanosdol **Second:** Amanda Quillin
Vote: Motion carried by voice vote

Executive Director's Report

Ms. York reported the following:

- Bragging Rights: PCS Staff / Patsy Reyna – Ms. York stated that she received a letter from one of the families we served thanking Patsy Reyna for her help. Ms. York commended Ms. Reyna's dedication.
- 2025 Board Meeting Calendar – Ms. York stated that our current meeting structure has not saved time in Board meetings. Ms. York referred to the calendar in the packet and proposed returning to monthly Board meetings, with one meeting per quarter being streamlined so we can include a training session. Ms. York also recommended combining the October and November Board meetings and having the annual meeting earlier in December. Discussion followed.

Motion: To approve the proposed 2025 Board Calendar
Moved By: Lydia Villanueva **Second:** Judge Dan Looten
Vote: Motion carried by voice vote

- 2025 Committee Assignments – Ms. York asked board members to note their preferences for committee assignments on the form in their folders. She stated there were two optional committees and asked board members to consider joining one. Ms. York asked Christy Hilbert to talk about the Strategic Planning Committee. Ms. Hilbert stated that the committee meets every six weeks and is responsible for helping with the Community Needs Assessment and the Strategic Plan. Amy Taylor, former chair of the committee, said she highly recommends serving on the committee.
- Board Annual Self-Assessment and Demographics Survey—Ms. York asked Board members to complete the assessment and demographic surveys. She said they are not required, but our Organizational Standards recommend that the board complete them.

- Executive Director’s Evaluation—John Sharp asked each Board member to complete Ms. York’s performance evaluation, stating that it is the Board’s responsibility to evaluate the Executive Director. He said that only 50% of the Board turned in their evaluations last year, and he wanted more than 50% this year.
- Revised Wage Scale—Ms. York stated that the wage scale was revised to meet the Department of Labor standards. She reported that the DOL standards had been revoked yesterday, but PCS will retain the wage scale to be prepared if they are reinstated. All positions received at least a 2% raise, and those making above \$58,656 meet the criteria for the Department of Labor.
- MS Doss Foundation Application for Funding—Ms. York stated that she met with Laura Bragg from the MS-DOSS Foundation, and they talked about our need to raise money for the new center in Dumas. Ms. York said we submitted a letter of inquiry, and last week; she received a call from the foundation saying we could apply for funding.
- Approve Revised Executive Director Succession Plan—Ms. York reported that changes were made to the succession plan’s list of successors. She stated that Scott Caldwell was removed from the list as he had moved out of the state. Everyone else on the list was moved up one position. She said we would need to look for a fifth alternate to add to the list. Ms. York stated that she wanted to leave our former Director of RSVP and Health Services on the list, noting that she still expressed interest in PCS.

Mr. Sharp requested a motion to approve the revised Executive Director Succession Plan.

Motion: To approve the revised Executive Director Succession Plan
Moved By: Jason Vanosdol **Second:** Denese Skinner
Vote: Motion carried by voice vote

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

Motion: To accept the Executive Director’s report as presented.
Moved By: Amanda Quillin **Second:** Judge Cindy Irwin
Vote: Motion carried by voice vote

(Brian Hevrin left the meeting at 10:52 a.m.)

Ratify the Decisions of the Executive Committee

Mr. Sharp stated that the Executive Committee, which met on October 17, 2024, discussed obtaining a line of credit for the Transit Maintenance Facility. The funds will be used to pay for construction costs as they arise, and a request for reimbursement will be filed with the Texas Department of Transportation whenever the funds are used. The Executive Committee approved obtaining a line of credit from First State Bank Spearman. Mr. Sharp noted that Brian Gillispie abstained from voting.

Mr. Sharp requested a motion to ratify the decisions of the Executive Committee.

Motion: To ratify the decisions of the Executive Committee
Moved By: Judge Dan Looten **Second:** Amanda Quillin
Vote: Motion carried by voice vote

unrestricted dollars but must be closely managed. He said there will be additional costs with the maintenance facility, including adding additional personnel, and it is important to plan for such changes. Mr. Mejia stated that another area of focus was contract reviews. He said he wanted to do a cost-benefit analysis of each contract to determine if PCS would continue with the contract. Mr. Mejia reported on the agency-wide 2025 Budget and reviewed the impact of overtime on the budget. He said he would bring the 2025 Budget to the committee at the February meeting.

Balance Sheet—Mr. Mejia referred to the suspense account. He reported that we had a resignation at the end of October and had to issue a check. However, on the following day, which was in November, it was cleared out. Mr. Mejia referred to our cash account and said we must maintain the balance to cover expenditures until reimbursed.

Comparative Balance Sheet—This statement compares the balance sheets for the last three years. Mr. Mejia said it shows the audited numbers for 2022 and 2023.

County Funds Statement—This statement summarizes last month's revenue and expenditures in County Funds. Mr. Mejia reported revenue of \$36,550.

County Funds Summary— This report shows the revenue and expenses by county. He noted that the total from all counties matches the total in the County Funds Statement.

Unrestricted Funds—Mr. Mejia reviewed the statement, noting two amounts that were entered under the wrong fund and that they had been corrected. He stated that his team can now thoroughly research errors and monitor the funds better.

Grant Summary—Mr. Mejia reviewed the Grant Summary, focusing on the red lights. He referred to one of the grants and stated that Housing Director Benita SanMiguel was aware of the overage and was communicating with the funding source to determine the available options. Ms. SanMiguel reported on the details of the grant. Discussion followed.

(The October 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.)

John Sharp requested a motion to accept the Finance Report.

Motion:	To accept the Finance Report.	
Moved By:	Judge Dan Looten	Second: Lydia Villanueva
Vote:	Motion carried by voice vote	

Festival of Trees / Panhandle Gives Campaign Recap

Christy Hilbert, Communications Director, said the Festival of Trees event was a success. We increased our sponsorships and donations through Panhandle Gives by \$15,000 and our live auction by \$11,000. The Board's gift basket went for \$800. Ms. Hilbert said we will hold the event in the same venue next year.

Housing Choice Voucher Administrative Plan

Audra Rea, Director of Family Services, reported that the Housing Choice Voucher (HCV) Administrative Plan was rewritten as some parts were no longer relevant. Ms. Rea presented a report on the major changes to the plan. She said the complete HCV Administrative Plan was uploaded to BoardEffect.

Selection Method: Ms. Rea reported that PCS is returning to using preferences to pull people off the waiting list. She reviewed the following preferences:

- Residency – Ms. Rea stated that families from anywhere in the country can apply for housing and be placed on our waiting list. The residency preference would give families who live, work or have been hired to work in our 26 counties the highest number of points when we pull people off the waiting list.
- Foster Youth—Ms. Rea reported that PCS operates the Foster Youth to Independence (FYI) program, which provides housing vouchers to foster youth. Ms. Rea stated that foster youth housed under the FYI program will lose their voucher when they turn 24. The points for this preference would help foster youth obtain a regular voucher when they age out.
- Domestic Violence – Ms. Rea stated that we will set aside five vouchers per year to house those who are serious about fleeing a domestic violence situation.

Utility Reimbursement—Ms. Rea stated that a family’s housing cost per HUD cannot exceed 30% of their income, so some families are entitled to a utility reimbursement. Ms. Rea noted increased fraud concerning the utility reimbursement checks we mail to families. She reported that we are going to a system where the family would choose what utility they would like us to dedicate that money to, and we would pay the vendor directly. Discussion followed.

Body Cameras—Our inspectors will now wear body cams to strengthen inspections, increase accountability, promote civility between inspectors and residents, enhance the ability to resolve housing issues and complaints, and improve transparency.

Interim Reexamination for Families with Zero Income – If a family has reported zero income, we will conduct an interim reexamination every three months. We will talk to the family about how they are paying their bills and what they are doing to survive. We will encourage them to attend our financial well-being classes and take advantage of career coaching.

Ms. Rea reported that PCS will hold public hearings in January to discuss the changes in the HUD Administrative plan with the public.

Ms. Rea asked that the board approve the 2025 HCV Administrative Plan.

Motion: To approve the 2025 HCV Administrative Plan.
Moved By: Denese Skinner **Second:** Judge Cindy Irwin
Vote: **Motion carried by voice vote**

HUD Fair Market Rent and Payment Standards

Audra Rea, Director of Family Services, referred to the HUD Fair Market Rent and Payments Standards report and stated that we are allowed to use between 90% and 110% of what HUD determined to be fair market rent in each

of the counties in our area. Ms. Rea asked that the board approve PCS using 110% of the fair market rate for our payment standards.

Mr. Sharp requested a motion to approve PCS using up to 110% of fair market rent.

Motion: To approve PCS using up to 110% of fair market rent.
Moved By: Jason Vanosdol **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Mr. Sharp requested a motion to approve the 2025 payment standards at this new rate.

Motion: To approve the 2025 Fair Market Rent and Payment Standards.
Moved By: Denese Skinner **Second:** Teresa Lane
Vote: **Motion carried by voice vote**

Agency Retirement Plan Review

Marisol Marquez and Bobby Martinez of First Bank Southwest presented a recap of the 2023 year for the PCS 403b Retirement Plan. Ms. Marquez said First Bank Southwest serves as our full 3(38) fiduciary trustee, and she explained the services they provide to PCS. Ms. Marquez reviewed the overall account balance and noted earnings of approximately \$255,000 attributable to the market. The report showed that PCS had a participation rate of 57% in 2023. Mr. Martinez reviewed the different investment options offered to staff. Ms. Marquez reviewed their fees and noted that they do not charge commissions. They also reported that PCS does a 6% match and that we have a 5-year vesting schedule. Discussion followed.

2025-2027 Strategic Plan Overview (OS 6.5)

Scott Caldwell, President of Caldwell Business Group, referred to the Strategic Plan Overview (included in the packet) and stated that he wanted to review potential revisions to the Mission and Vision Statements and proposed goals for the Strategic Plan. He said he would present the completed Strategic Plan for final discussion and approval in January. He said the proposed revisions to the Mission and Vision statements retained what we feel is most important about the current statements while combining suggestions gathered from staff over the last few months. Mr. Caldwell also proposed having only two goals for the Strategic Plan. The primary goal is to achieve platinum status in Pathways to Excellence. The second goal is to increase funding through innovation. He said we want to address the region's identified needs while creating opportunities to increase discretionary funding.

Board members discussed whether to revise the Mission and Vision Statements. After a discussion with no consensus, Mr. Sharp requested a motion to table this until the next meeting.

Motion: To table this until the next meeting.
Moved By: Judge Dan Looten **Second:** Teresa Lane
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

John 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: Teresa Lane

Second: Jason Vanosdol

Vote: Motion carried by voice vote

Hearing no objections, the meeting was adjourned at 12:14 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, December 19, 2024