

**Panhandle Community Services
Board of Directors Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for May 18, 2023, @ 10:30 am**

Board Members by Sector:

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

<u>Staff</u>	<u>Position/Title</u>
Magi York	Executive Director
John Mejia	Chief Financial Officer
Robert Carlton	Asst. 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	Family Services Director
Christina Cristan	Energy Assistance Director
Susie Ybarra	Community Relations Director
Melissa Darsey	Outreach Services Program Director
Benita San Miguel	Interim Housing 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 10:33 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.

Seat New Board Member

Denese Skinner, Governance Committee Chair, introduced Brian Hevrin as the Region 5 Private Sector seat candidate. Ms. Skinner stated that Mr. Hevrin is the pastor of the First Baptist Church of Vega. Mr. Hevrin spoke about his church work, his military service as a chaplain in the U.S. Army serving in Afghanistan, and his family. Mr. Hevrin noted that while Oldham County was sparsely populated, there were people in need of assistance living in the county, but they were reticent to ask for help. He also noted that, as his church was near the highway, travelers often came to the church seeking assistance. Mr. Hevrin thanked the Board for giving him the opportunity to help the community. Judge Irwin asked for a motion to accept Brian Hevrin as the new Board member from Region 5.

Motion: To accept Brian Hevrin as the Region 5 Private Sector Board Member.
Moved By: John Sharp **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

Consent Agenda (OS 5.9)

Judge Irwin referred to the Consent Agenda and asked if there were any questions. Denese Skinner asked to review the correspondence included in the Board Packet. The Board discussed the following:

- Notification of Troubled Designation; Section 8 Management Assessment Program (SEMAP) - Ms. York reported on her conversations with Jean Robinson of the Section 8 Housing Choice Voucher Program and stated that their conversations had been positive. Ms. York stated that she would get written clarification from Ms. Robinson regarding the designation of our Housing Choice Voucher Program. Audra Rea, Family Services Director, said she would review the SEMAP scores with Ms. Robinson and report to the Board at the next meeting.
- Voucher Management System (VMS) Data Validation Review - Ms. York stated that the letter announced a standard review of our VMS reporting. Ms. Rea noted that VMS reporting had changed, and Ms. York stated that the review would involve training and technical assistance on the VMS reporting.

Ms. Skinner referred to one of the Programs Committee compliance reports (included on the Consent Agenda) and asked if the WT Shuttle was provided at no charge to the university. Ms. York stated the affirmative and noted that PCS was allowed to count the mileage for state and federal funding, which benefited the agency. Lylene Springer, Transportation Director, stated that they provide transportation for other university activities and charge fees for those services.

Vice-President Lydia Villanueva made a motion to approve the consent agenda with the clarification on the SEMAP score.

(The consent agenda and all associated reports were included in the Board Packet. Reports included the April 20, 2023, Board of Directors Meeting Minutes; April 14, 2023, Strategic Planning Committee Meeting Minutes; correspondence; a list of signed items presented for ratification by the Board; Resource Development Committee and Programs Committee reports (OS5.9); and the Funding Applications report.)

Motion: To approve the consent agenda with the clarification on the SEMAP score.
Moved By: Lydia Villanueva **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Board Training: Finance (OS 5.8) (36-minute training)

Gregory Shinn, CPA CGMA, presented “Board Member Basics: Fiduciary Financial Responsibility.” Mr. Shinn stated that Board members have a fiduciary responsibility to look out for the organization’s financial well-being and to exercise reasonable care in all decision making without placing the organization under unnecessary risk.

Mr. Shinn reviewed the following:

- Basic Financial Statements: Budget to Actual Report, Statement of Financial Position (Balance Sheet), Statement of Activities (Income Statement), and Statement of Cash Flows.
- Budget: Overall organization level, department level, and program level.
 - Sources and types of income, including grants, donations, and fees and restricted vs. unrestricted funds.
 - Types of expenses, including direct client support and indirect costs.
 - Net income, net loss and negative trends.
- Statement of Financial Position: A snapshot at a specific time that lists assets, liabilities and net assets.
- Statement of Activities: Details income and expenses for a certain period of time, shows your profit and loss and should break down activity between restricted and unrestricted funds.
- Ratios: Used to compare actual results to benchmarks.
 - Current ratio - Current assets to current liabilities measures the agency’s health and should be at least a one-to-one ratio.
 - Debt to Equity Ratio - Total debt to unrestricted net assets reflects the agency’s ability to pay off debts.
 - Administrative expenses to total expenses – Donors want to see this as less than 10%.
- Other Considerations: Consistency with the strategic plan, adequate cash flow, sufficient reserves, efficient use of resources, appropriate checks and balances and internal controls, and performing an annual fraud risk assessment.
- Annual Audit: Used to assure that the financial statements presented to the Board were free from material misstatement; required by funding sources and donors; filed with the Federal Audit Clearing House; and includes a report on internal control and compliance with laws.

Mr. Shinn reviewed sample documents and answered questions from Board members. Mr. Shinn stated that having a Finance Committee regularly review financial information, setting benchmarks, reviewing fiscal policies at least every two years, and establishing internal controls such as segregation of duties made for a strong organization.

Board Engagement Series: Brian Hevrin, Private Sector Representative from Region 5

Judge Irwin noted that Brian Hevrin spoke earlier in the meeting when he was seated on the Board.

Bragging Rights

- Benita SanMiguel, Interim Housing Director, reported that Randy McMurray had received his Crew Leader Certification, which would allow him to ensure that work on job sites was done correctly and that final inspections were completed.

- Audra Rea, Family Services Director, reported that PCS had promotional ads in rotation on digital billboards at Hodgetown. Ms. Rea said the ads, which promote landlord engagement and assistance with home loan payments, would play during all baseball games at the stadium. Ms. Rea also reported that PCS would be promoted on Community Spotlight night and Launch-a-Ball nights at Hodgetown.

Advisory Council Report

Amanda Quillin reported on the Advisory Council Meeting held on May 12, 2023. Ms. Quillin stated that they discussed barriers to employment, the needs of young adults transitioning out of foster care, mental health concerns and the effects of abuse on mental health. Ms. Quillin stated that the council suggested finding ways to help provide life skills education, counseling, and safe places for people to reach out for help.

Bylaws Revisions

Denese Skinner reviewed the decision of the Governance Committee to make the following revisions to the bylaws:

- Article III, Section C. (1) – The committee chose to remove the phrase “local elected officials” and replace it with “elected public officials” to remain consistent with an earlier mention of public officials.
- Article VI, Section H. (2) – The committee discussed the definition of an “ad hoc committee” as stated in the bylaws and chose to add clarifying language stating that ad hoc committees will function until the conclusion of their assigned work.
- Article VI, Section D.(1)(g) – The committee chose to remove the line, “Review funding applications and proposals and submit them to the Board” from the Resource Development Committee description and asked that a written report regarding funding proposals be included in Board Meeting packets.

Motion: To accept the revisions to the bylaws.
Moved By: John Sharp **Second:** Aaron Lopez
Vote: **Motion carried by voice vote**

Authorization to Continue Line of Credit with First State Bank Spearman

Robert Carlton, Asst. CFO, reported that PCS has had a \$300,000.00 line of credit with the First State Bank, Spearman, for the past four years. Mr. Carlton stated that we had used the line of credit twice in the last year but that the agency was currently not utilizing the line of credit. Mr. Carlton stated that the Board must annually vote to maintain the line of credit. Following discussion, Mr. Carlton requested authorization to maintain the open line of credit with FSB Spearman.

Motion: To approve maintaining the open line of credit with First State Bank Spearman.
Moved By: Aaron Lopez **Second:** Denese Skinner
Abstain: Brian Gillispie
Vote: **Motion carried by voice vote**

Audit and Finance Committee Report (OS 8.7)

John Sharp, Treasurer, presented the March Finance Report. Mr. Sharp stated that the committee discussed the new plan for the reorganization of the Finance Department. Mr. Sharp noted the importance of having Robert Carlton’s wealth of knowledge as they transition to the new CFO, John Mejia. Mr. Sharp referred to the financial statements included in the packet and stated that the Audit and Finance Committee had reviewed and accepted them. Mr. Sharp asked that the Board accept the report.

(The March Finance Report, 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.)

Motion: To accept the Audit and Finance Committee Report.
Moved By: Lydia Villanueva **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Executive Director’s Report

Ms. York referred to the reports in the Board packet and reported on the following:

- a. Board Parking Lot
 - i. 3rd Party Utility and Housing Assistance – Board members asked for details on where the issue stood with the Texas Legislature. Ms. York said she would find out and send them the information.
 - ii. HUD Voucher Extensions – PCS issued seven voucher extensions this year.
- b. Status of Dimmitt Facility – The contractor made final corrections to the facility. Mr. Carlton reported that the plan was to move in next week.
- c. JBS Update (Dumas Facility) – We sent JBS the additional information they requested and await their decision on the funding.
- d. Board Retreat – The Board Retreat is July 6-7, 2023. Board members will participate in a Poverty Simulator on the second day of the retreat.
- e. Weatherization Monitoring – Ms. York stated that we had received nothing new from the TDHCA compliance division. She asked that the Executive Committee meet with Earnest Hunt, Director of Subrecipient Monitoring, to bring some ‘closure’ to the matter. Discussion followed. Ms. York said she would set up a meeting with Mr. Hunt’s superior.

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

Motion: To accept the Executive Director’s report as presented.
Moved By: John Sharp **Second:** Robert Coffee
Vote: **Motion carried by voice vote**

Final Public Comment Period

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

