

**Panhandle Community Services  
Board of Directors' Meeting Minutes  
Panhandle Community Services Central Office – 1309 SW 8<sup>th</sup> Ave. - Amarillo TX, 79101  
Minutes for February 18, 2021 @ 10:00am**

**Board Members by Sector:**

<u>Low Income</u>		<u>Private</u>		<u>Public</u>	
Lydia Villanueva	P	Genevie Sheets-Allred	A	Judge Cindy Irwin	P
Amy Taylor	P	Denese Skinner	A	Judge Rowdy Rhoades	P
Cindy Sheets	A	Jo Anne Cook	A	Judge Dan Looten	P
Robert Coffee	P	Aaron Lopez	P	Sheriff Randy Geris	P
Open Seat		Tim Cooper	A	Comm. Juan Cantu	P

<u>Staff</u>	<u>Position/Title</u>
Magi York	Executive Director
Robert Carlton	Chief Financial Officer
Mary Twitty	Family Services Director
Dennis Garvey	IT Director
Randy Cazarez	HR Director
Lylene Springer	Transit Director
Kaitlin Mosley	RSVP Director
Christy Hilbert	Communications Director
Audra Rea	Family Dev. Asst. Director
Lisa Matthyse	Executive Assistant

**NOTICE** – This meeting was publicized in compliance with the state open meetings law, as documented in Attachment A to these minutes. Attachment A also includes a list of the documents provided to members with the meeting notice and agenda.

**Call to Order**

Aaron Lopez, President, called the regular business meeting to order at 10:02 a.m. central standard time (OS 2.4.) Mr. Lopez announced the Initial Public Comment Period. Lisa Matthyse, Executive Assistant, called roll and determined that a quorum of directors was present (OS 5.5.) Mr. Lopez led the Pledge of Allegiance and the recital of Panhandle Community Services' mission statement. Magi York, Executive Director, led prayer and asked for a moment of silence for the passing of Pastor Rusty Hancock.

**Correspondence**

Magi York, Executive Director, reported on our correspondence with the Texas Dept. of Housing and Community Affairs (TDHCA) regarding CEAP CARES funds. The correspondence is listed below and the emails were included in the board packet.

- PCS CEAP CARES 40% Benchmark Letter
- Second Request for CEAP CARES 40% Benchmark Not Met
- FW CEAP CARES (response)
- 2021 CEAP Cares Expenditure Proposal Plan

**Board Training (OS 5.8)**

Randy Cazarez, Human Resources Director, presented training entitled "Board of Directors' Conduct." The training included a review of the following PCS policies: Code of Ethics, Conflict of Interest, Confidentiality, and Record Retention; and a review of the Open Meetings Act and the Texas Public Information Act. The training module was included in the board packet emailed to board members.



## **Financial Report** (OS 8.7)

Amy Taylor, Treasurer and Audit and Finance Committee Chair, gave the floor to Robert Carlton, CFO, to review the Financial Summary as of January 31, 2021. Mr. Carlton presented the Audit and Finance Committee report (summarized in the January Finance Report memo included in the packet.) He also reviewed the Balance Sheet, Balance Sheet Comparison, Local Funds (County Funds), and Summary of Unrestricted Funds. The Balance Sheet, Balance Sheet Comparison and the Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program) were included in the board packet.

Ms. York asked Mr. Carlton to explain the risks of not expending the CARES funds and the 2020 CEAP funds. Mr. Carlton said there is a limit of 7.2% of the grant that we can spend on administration. If we fail to spend the remaining balance of the grant, we will go over the allowed amount for administrative funds. We would then have to use unrestricted funds to repay the State. The board discussed the obstacles to spending the CARES and 2020 CEAP funds, and Mary Twitty, Family Services Director, reported on our plan to spend the funds.

**Motion:** To accept the financial report as presented.  
**Moved By:** Sheriff Randy Geris                      **Second:** Judge Dan Looten  
**Vote:**                      **Motion carried by voice vote**

## **Committee Reports** (OS 5.9)

Committee Meetings were held immediately prior to the board meeting. Committee Chairs gave the following reports:

- **Program Committee** – Judge Rowdy Rhoades, Vice President and Committee Chair, reviewed the following programs: Retired and Senior Volunteer Program (RSVP), Transportation, Weatherization, Housing Preservation Grant (HPG), Home for Heroes, Information Technology, Communications, Comprehensive Energy Assistance Program (CEAP), Family Development, Housing Choice Voucher (HCV), Volunteers in Service to America (VISTA), Earned Income Tax Credit Program (EITC), and Emergency Shelter Grant (ESG). Judge Rhoades' report was included in the packet.

**Motion:** To approve the Program Committee report as presented.  
**Moved By:** Comm. Juan Cantu                      **Second:** Lydia Villanueva  
**Vote:**                      **Motion carried by voice vote**

- **Human Resources / Development Committee** – Lydia Villanueva, Secretary and Committee Chair, reviewed the Human Resources report for the period of December 18, 2020 to January 17, 2021. The report covered training, recruitment and Paycom. Ms. Villanueva's report was included in the packet.

**Motion:** To approve the Human Resources/Development Committee report as presented.  
**Moved By:** Judge Dan Looten                      **Second:** Judge Rowdy Rhoades  
**Vote:**                      **Motion carried by voice vote**

- **Audit and Finance Committee** – The Audit and Finance Committee report was presented and approved in the Financial Report section (above.)

## **Executive Director's Report**

Ms. York, Executive Director, reported on the following:

- **Space Needs** – In order to implement the EITC Program, PCS needs office space in Moore County. Ms. York asked Judge Rhoades for help in finding appropriate facilities.

- National CLAS Standards – The EITC grant requires that we implement the National CLAS Standards (National Standards for Culturally and Linguistically Appropriate Services.) Information on the standards taken from the Office of Minority Health (OMH) website, and an implementation publication (see below) were included in the packet.
- “An Implementation Checklist for the National CLAS Standards”
- Advocacy and the Board
  - Ms. York said the Texas Association of Community Action Agencies (TACAA) spoke with a lobbyist for the association and they discussed a variety of topics including redistricting. The board discussed the difficulties with redistricting and the possibility of reduced funding. Ms. York suggested the board as a whole should contact the TACAA lobbyist and invite him to speak to us about how redistricting may affect the Panhandle.
  - Ms. York reported on the need to lobby for the Texas Healthcare Coverage Campaign Sub-Grant. Kaitlin Mosley, RSVP Director, spoke about a coverage gap that affects those who do not earn enough to afford insurance through the Marketplace, but earn too much to qualify for Medicaid. This grant will allow us to advocate for those in our area who are affected. Ms. Mosley will report back with more information at the next board meeting. Ms. York said she would like to engage someone to do advocacy training with the board.
- “Why We Do What We Do” Newsletter – The newsletter (included in the packet) highlights some of the work PCS has done in the community. Ms. York said she would like to include this newsletter at each board meeting.
- Performance Review – Ms. York and Mr. Cazarez will work with Aaron Lopez to begin the annual Executive Director performance review process. (OS 7.4 & 7.5)

**Motion:** To accept the Executive Director’s report as presented.  
**Moved By:** Judge Dan Looten **Second:** Sheriff Randy Geries  
**Vote:** **Motion carried by voice vote**

**Public Comment Period**

Mr. Lopez called for public comment. No public comments were made.

**The Promise of Community Action**

Mr. Lopez read 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:** Sheriff Randy Geries **Second:** Judge Cindy Irwin  
**Vote:** **Motion carried by voice vote**

Hearing no objections meeting was adjourned at 11:36 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 on March 18, 2021.*

Signature: Lydia Villanueva

Name: Lydia Villanueva

Title: Board Secretary

PCS Board of Directors’ Meeting Minutes, February 18, 2021