

**Panhandle Community Services
Board of Directors' Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for April 15, 2021 @ 10:00am**

Board Members by Sector:

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

<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 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

Aaron Lopez, President, called the regular business meeting to order at 10:03 a.m. central daylight time (OS 2.4.) Lisa Matthyse, Executive Assistant, called roll and determined that a quorum of directors was present (OS 5.5.) Mr. Lopez announced the Initial Public Comment Period. Mr. Lopez led the Pledge of Allegiance and the recital of Panhandle Community Services' mission statement. Magi York, Executive Director, led prayer.

Judge Rowdy Rhoades and Judge Cindy Irwin joined the meeting.

Correspondence/Media

Ms. York reviewed the following:

- Letter sent to new Childress County Judge
- Dumas Property Tax Exemption email
- PCS CEAP CARES 60% Benchmark letter and responses
- US Dept. HUD: PCS Audit Review

Christy Hilbert, Communications Director, spoke briefly about *The Moore County News Press* media coverage regarding the paving of the road leading to the new Panhandle Community Services (PCS) facility in Dumas, and an interview with Audra Rea, PCS Assistant Director of Family Development.

Board Training (OS 5.8)

Magi York introduced Scott Caldwell, President of Caldwell Business Group. Mr. Caldwell gave a presentation on the tools he developed for monitoring progress on our Strategic Plan. Mr. Caldwell went over the 30-60-90-Day KMR (Key Measurable Results), the Strategic Plan Tracking Spreadsheets, and the Agency-Wide Scorecard (being developed) which will be used when reporting to the board. He stated that he would report to the board twice a year.

Board Action Items

Board Member Resignation

Aaron Lopez announced that Cindy Sheets has turned in her resignation from the board. After discussion, Mr. Lopez asked for a motion to accept her resignation.

Motion: To accept Cindy Sheets resignation.
Moved By: Judge Dan Looten **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

Approval of Minutes

Minutes for the March 18, 2021 Board of Directors Meeting were presented by Lydia Villanueva, Secretary, and submitted for approval.

Motion: To approve the March 18, 2021 board meeting minutes as presented.
Moved By: Denese Skinner **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

Approval of Correction to Minutes

A correction to the minutes for the January 21, 2021 Board of Directors Meeting were presented by Ms. Villanueva and submitted for approval. Sheriff Randy Geries name was entered as a 'nay' vote on the approval for the Mural Grant.

Motion: To approve the correction to the January 21, 2021 board meeting minutes as presented.
Moved By: Sheriff Randy Geries **Second:** Judge Cindy Irwin
Vote: **Motion carried by voice vote**

Board Member Absences

Magi York presented a report on board member absences for the previous twelve months. Ms. York stated that the absences were approved before the board meetings, and asked that the board excuse the absences for the last 12-month period.

Motion: To excuse the board member's absences for the previous twelve months.
Moved By: Amy Taylor **Second:** Judge Cindy Irwin
Vote: **Motion carried by voice vote**

Old Business

Weatherization Update

Magi York stated that the Weatherization program has improved. She noted that we will complete the Low-Income Home Energy Assistance Program (LIHEAP) contract on time, and that two staff members will start Quality Control Inspection Training.

New Business

Ratification of the Executive Director's Signature:

Ms. York asked the board to ratify her signature on the following:

- a. Amendment #3 to Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance Program Contract #81200003194 extends the Contract Term to June 30, 2021. The Contract Term is now January 01, 2020 through June 30, 2021.

Motion: To ratify the signing of the grant as listed above.
Moved By: Judge Rowdy Rhoades **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Board Resolution: Unclaimed Property

Robert Carlton, CFO, presented a board resolution regarding funds that have remained unclaimed by Panhandle Community Services and are being held by the State of Texas Unclaimed Property Division. The resolution would authorize Mr. Carlton to take any necessary steps to recover said funds.

Motion: To approve the resolution as presented above.
Moved By: Sheriff Randy Geries **Second:** Denese Skinner
Vote: **Motion carried by voice vote**

Committee Reports

Audit and Finance Committee (OS 8.7) - Amy Taylor, Committee Chair and Board Treasurer, presented the March Finance Report. Financial statements were included in the board packet. They included the Balance Sheet, Balance Sheet Comparison, Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program), and the Summary of Unrestricted Funds. Discussion followed.

Motion: To accept the Audit and Finance Committee report as presented.
Moved By: Judge Cindy Irwin **Second:** Sheriff Randy Geries
Vote: **Motion carried by voice vote**

Human Resources / Development Committee – Lydia Villanueva, Committee Chair and Board Secretary, reviewed the Human Resources Report for February 17, 2021 to April 9, 2021 (included in the packet.) Randy Cazarez, Human Resources Director, gave details on the COBRA requirements and what they mean for PCS.

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

Program Committee (OS 5.9) – Judge Rowdy Rhoades, Committee Chair and Board Vice-President, presented the program committee report (included in the packet.) The report gave updates on PCS programs. Judge Rhoades stated that we will be relinquishing the VISTA grant.

Motion: To accept the Program Report as presented.
Moved By: Amy Taylor **Second:** Denese Skinner
Vote: **Motion carried by voice vote**

Governance Committee Report

Denese Skinner, Governance Committee Chair, reviewed the minutes from the April 1, 2021 Governance Committee Meeting (included in the packet.) Ms. Skinner noted some of the changes made to the bylaws. Ms. York said the bylaws have been sent to our attorney for review, as required by the Organizational Standards.

Motion: To accept the Governance Committee report as presented.
Moved By: Sheriff Randy Geries **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

Executive Director's Report

Ms. York reported on the following:

- Determining future board training modules.
- Board member attendance at community events and webinars.
- A proposed quarterly schedule for Red Light / Green Light reports.
- Application requirements for Foundation grants.
- Governance Committee to consider appointing applicants to fill the vacant seats on the board.

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

Executive Director's Evaluation (OS 7.4 & 7.5)

Aaron Lopez reviewed the Executive Committee's evaluation of PCS Executive Director, Magi York. Mr. Lopez said the committee approved continuing Ms. York's contract and giving her a performance bonus. Mr. Lopez asked for the board's approval of the Executive Committee's evaluation report.

Motion: To approve the Executive Committee's report as presented.
Moved By: Judge Dan Looten **Second:** Lydia Villanueva
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:

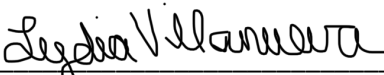
Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Motion to Adjourn

Motion: To adjourn.
Moved by: Judge Rowdy Rhoades **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

Hearing no objections meeting was adjourned at 12:02 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 on May 20, 2021.

Signature: 

Name: Lydia Villanueva

Title: Board Secretary

PCS Board of Directors' Meeting Minutes, April 15, 2021