

**Panhandle Community Services
Board of Directors Meeting Minutes
Cinergy Entertainment – 9201 Cinergy Square – Amarillo, TX 79119
Minutes for December 4, 2025, @ 10:00 am**

Board Members by Sector:

<u>Low Income</u>		<u>Private</u>		<u>Public</u>	
Lydia Villanueva	P	Denese Skinner	P	Judge Tim Glass	P
Janice Faggan	P	Jason Vanosdol	P	Judge Rowdy Rhoades	A
Robert Coffee	P	John Sharp	P	Judge Dan Looten	A
Amanda Quillin	P	Brian Gillispie	P	CM Esmeralda Mills	A
Teresa Lane	A	Kerry George	P	Judge Mitchell Locke	P
Chris Martinez	P	Jordan Herrera	P	Judge Adam Ensey	A

<u>Staff</u>	<u>Position/Title</u>
Magi York	Executive Director
Dennis Garvey	Information Services Division Director
John Mejia	CFO
Lylene Springer	Transportation Division Director
Audra Rea	Family Services Division Director
Lisa Matthyse	Executive Assistant
Cassandra Hernandez	Administrative Specialist

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, Board President, called the regular business meeting to order at 10:05 A.M. Central Time (*Organizational Standard 2.4*). Mr. Sharp announced the Initial Public Comment Period. No public comments were made. Lisa Matthyse, Executive Assistant, called Roll and determined that a quorum of directors was present (*OS 5.5*). 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, OS 8.7*)

Mr. Sharp requested a motion to accept the consent agenda. (The consent agenda and all associated reports were included in the Board Packet. Reports included the minutes from the November 6, 2025, Board of Directors Meeting, the November 6, 2025, Audit and Finance, Resource Development, and Programs Committee Meetings, the November 12, 2025, Executive Committee Meeting, and the November 17, 2025, Special Board of Directors Meeting; correspondence; a list of signed items presented for ratification by the Board; the Funding Applications Report; Three Things for the Board to Know: Program Highlights Report (*OS 5.9*); and the October Financial Statements, including the 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 Statement, County Funds MTD Summary, County Funds YTD Summary, Accounts Receivable Statement, and Unrestricted Funds Statement (*OS 8.7*).)

Motion:	To approve the consent agenda.	
Moved By:	Jason Vanosdol	Second: Lydia Villanueva
Vote:	Motion carried by voice vote	

Seat New Board Members

Denese Skinner, Governance Committee Chair, stated that the committee would like to recommend that Jordan Herrera, Judge Adam Ensey and Chris Martinez be seated on the Board of Directors. Mr. Sharp requested a motion to seat the new board members.

Motion: To seat the new board members.
Moved By: Judge Mitchel Locke **Second:** Brian Gillispie
Vote: **Motion carried by voice vote**

Retiring from the Board

Ms. Skinner stated that she, Judge Dan Looten, and Robert Coffee were retiring from the board at the end of the year. Speaking on their behalf, Ms. Skinner said it was their pleasure to be part of an organization with PCS's impact and to have opportunities to make a difference in everyone's life. Ms. Skinner thanked Judge Looten and Robert Coffee for their years of service.

Ms. York, Executive Director, presented Ms. Skinner with a certificate of appreciation and said that Ms. Skinner had always held the board to a standard of excellence. Ms. Skinner said it had been her honor to serve alongside everyone. Ms. York also presented Robert Coffee with a certificate of appreciation, noting that he had been an inspiration through his service to his community and to low-income individuals. Mr. Coffee said serving on the board had been daunting in his first year, but over the years, he had learned to be a better board member. John Sharp stated that it had been a pleasure serving with Ms. Skinner, Mr. Coffee, and Judge Looten, and that he appreciated them and their passion for PCS.

Annual Designation of the Number of Board Members

Ms. York stated that, under the bylaws, the Board has the authority to determine the number of members on the Board. The bylaws require a minimum of 15 and a maximum of 27 individuals to serve on this Board. Ms. York recommended remaining at 15 members.

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: Denese Skinner **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

Annual Review of the Areas of Sector Distribution

Ms. York referred to the map showing the proposed sector distribution across PCS Board regions. She noted that 26 counties are divided among the Board regions, and that efforts have been made for several years to even out the distribution. She said the Board discussed earlier this year whether to move to six regions, but decided to stay with five regions and 15 directors. Ms. York proposed moving Carson County from Region 2 to Region 4 and moving Collingsworth and Donley Counties to Region 2, so that Region 4 does not extend so far south. The move would align the counties within the regions, making it easier to recruit new board members. Ms. York explained that each region must have one board member from each sector: public, private, and low-income.

Mr. Sharp requested a motion to move Carson County from Region 2 to Region 4, and to move Collingworth and Donley Counties from Region 4 to Region 2.

Motion: To approve moving Carson County to Region 4, Collingsworth and Donley Counties to Region 2.
Moved By: Jason Vanosdol **Second:** Jordan Herrera
Vote: Motion carried by voice vote

Election of 2026 Officers

Ms. York reported that the Nominating Committee contacted a variety of individuals to select a slate of officers for the board's approval. She stated that the board could entertain other nominees and vote on individual positions, or vote unanimously on the slate of officers as presented. Ms. Skinner reviewed the Nominating Committee's recommendations. She stated that Brian Gillispie had offered to serve as Board President; Lydia Villanueva had agreed to serve as Vice President; John Sharp had agreed to serve as Treasurer; and Judge Mitchell Locke had agreed to serve as Secretary. As chair of the Nominating Committee, Ms. Skinner submitted the slate of officers to the board for consideration. Mr. Sharp requested a motion to accept the unanimous ballot for the 2026 officers.

Motion: To accept the unanimous ballot for the 2026 officers
Moved By: Judge Tim Glass **Second:** Jason Vanosdol
Vote: Motion carried by voice vote

Election of 2026 Executive Committee Member-at-Large

Mr. Sharp stated that the Board needed to elect an Executive Committee Member-at-Large. He asked whether there were any volunteers or whether someone would need to be appointed. He noted that Denese Skinner, the current Member-at-Large, is leaving the Board. Jason Vanosdol, the Private Sector Representative from Perryton in Region 4, volunteered. Ms. Skinner and Ms. York explained the role of the Executive Committee Member-at-Large. Brian Gillispie nominated Jason Vanosdol for the position. Lydia Villanueva seconded the nomination. Mr. Sharp asked whether there was any further discussion. Janice Faggan said she would have liked to have been considered. Mr. Sharp stated that there was a motion and a second and asked for a vote. A voice vote approved the nomination of Jason Vanosdol to the position of Member-at-Large. There were no nay votes. Lydia Villanueva asked about the rule of order on the vote. Mr. Sharp said that when there is a motion and a second on the table, a vote is required. Discussion followed concerning board meeting procedure.

Motion: To accept Jason Vanosdol as the Executive Committee Member-at-Large.
Moved By: Brian Gillispie **Second:** Lydia Villanueva
Vote: Motion carried by voice vote

Executive Director's Report

Ms. York reported the following:

- Executive Orders – Ms. York stated that there is a continuing resolution through the end of January, and that the Comprehensive Energy Assistance Program (CEAP) and Community Services Block Grant (CSBG) are part of that continuing resolution. PCS will be funded for the full CEAP amount when the state receives the funding letter, but CSBG will be funded only through January. She said her hope is that in the negotiations for

the 2026 budget, CSBG will be funded through the end of 2026. Ms. York reviewed the history of block grants for community services funds. She said that CSBG allows PCS to be a Community Action Agency, and without it, the board would need to look into how PCS could remain a private nonprofit organization. Ms. York stated that she will continue to provide the board with updates. She noted that area judges signed a letter requesting that funding continue, and that their help was instrumental.

- Pathways – Staff members have been working with PCS’s consultant, Scott Caldwell, and the agency’s representative with the National Community Action Partnership (NCAP) on the Pathways program to submit the application for the Platinum Tier in the Pathways to Excellence initiative. PCS has paid the application fee and is completing the self-study report. If the report shows that the agency has met or exceeded all standards, PCS will undergo an on-site review by a team from the Community Action Network. Staff are working diligently to address any areas for improvement. Ms. York stated that she believes PCS is qualified to achieve the highest award in Pathways to Excellence and hopes that board members will attend the national conference when the award is presented. She also stated that the Pathways standards ask that board members attend at least one low-income community event annually, make an annual donation to PCS, and attend training on their board member duties. Ms. York encouraged board members to attend one or more of the upcoming training conferences.
- Calendar – Ms. York reviewed the 2026 board meeting calendar included in the packet, noting that board and committee meeting dates will be scheduled as they were last year. Mr. Sharp asked board members to mark June 18th and 19th on their calendars for the board retreat. He said it is one of the best times for a board member to learn more about the organization.

Mr. Sharp requested a motion to accept the 2026 Board calendar.

Motion: To accept the 2026 Board Calendar
Moved By: Denese Skinner **Second:** Jordan Herrera
Vote: **Motion carried by voice vote**

- Fundraising Committee – The board discussed forming a fundraising committee to help generate additional funds and to provide support for Christy Hilbert, Division Director of Communications, and the volunteers who organize the annual Festival of Trees (FOT). John Mejia, CFO, stated that it was important to create a fundraising committee to address ongoing funding needs and help ensure PCS can sustain its cash flow.

Mr. Sharp suggested holding a second fundraising event in addition to FOT. He noted that another event would provide additional funding for PCS and increase PCS’s visibility. The board discussed hosting small events in rural counties, noting that outreach must improve in communities outside Amarillo. The board also noted that PCS Advisory Committees could be asked to help.

Ms. York was tasked with inviting board members to form the fundraising committee. Mr. Sharp said the committee should include board, staff, and community members. Ms. York asked Board Member Janice Faggan to serve on the committee. Ms. Faggan said people want to know who PCS serves before making a donation. She asked for demographic information about the people in the region she serves before asking them to donate to PCS.

Mr. Sharp asked for a motion to accept the Executive Director’s report.

Motion: To accept the Executive Director’s report.
Moved By: Lydia Villanueva **Second:** Judge Mitchell Locke
Vote: **Motion carried by voice vote**

Revised Executive Director Succession Plan

Ms. York presented the revised Executive Director Succession Plan. She stated that she revised the list of potential individuals the board might consider for her position. Two of the individuals, Kaitlin Mosley and Scott Caldwell, are from outside the agency, and the rest are internal. Mr. Sharp noted that Ms. Mosley worked for PCS before leaving for another opportunity, and Mr. Caldwell is our consultant. Ms. York said her suggestion would be to interview internally before moving to external candidates.

Mr. Sharp said that a succession plan must be in place to meet our standards. He requested a motion to accept the revised Executive Director Succession Plan.

Motion: To accept the revised Executive Director's succession plan.
Moved By: Jason Vanosdol **Second:** Robert Coffee
Vote: Motion carried by voice vote

Executive Committee Report

Mr. Sharp stated that the Executive Committee recently met to review the agency’s drug and alcohol policy. He said the Executive Committee took no action, and the policy remains in place. Ms. York explained that the committee was asked to review the policy because of a personnel matter. The Executive Committee met in a closed session to discuss confidential personnel matters (Texas Government Code, Sec. 551.074 – Personnel Matter). Discussion followed.

Mr. Sharp requested a motion to accept the Executive Committee's report.

Motion: To accept the Executive Committee’s Report.
Moved By: Jason Vanosdol **Second:** Lydia Villanueva
Vote: Motion carried by voice vote

PCS Retirement Plan Proposals

John Mejia reviewed the results of the Request for Proposal (RFP) for the agency’s retirement plan. Mr. Mejia stated that all agency directors reviewed the proposals and they were satisfied with the service Mutual of America would provide. He noted that fees would be lower with Mutual of America. The contract will be for a three-year term. He recommended accepting Mutual of America’s proposal.

Motion: To accept the retirement plan proposal of Mutual of America.
Moved By: Robert Coffee **Second:** Judge Mitchell Locke
Vote: Motion carried by voice vote

Festival of Trees / Panhandle Gives Campaign Recap

Cassandra Hernandez, Administrative Specialist, gave a presentation on the Festival of Trees and the Panhandle Gives Campaign. The presentation included photos of decorated trees from the live auction. Ms. Hernandez reported that the Board’s gift basket sold for \$1,000 in the silent auction. The live auction raised \$31,585, and sponsorships brought in \$42,516. She also reported that the Panhandle Gives Campaign raised \$14,075 and that over 400 people attended the event.

HUD Fair Market Rent and Payment Standards

Ms. Rea reported that each year the Department of Housing and Urban Development (HUD) releases its Fair Market Rent. As a housing authority, PCS can choose a rate between 90% and 110% of HUD's Fair Market Rent. Ms. Rea stated that, given our housing shortage, we have opted for 110%. She said our standards require the board to approve rates up to 110% of HUD's Fair Market Rent.

Ms. Rea reviewed the 2026 Payment Standards chart, which shows rates for efficiency units through 6-bedroom units and the maximum amount that can be paid for housing with a voucher in the respective counties. The board discussed the area's actual rents compared with the HUD rate and how housing shortages can drive up rents. Ms. Rea noted that there is a specific shortage of housing for low-income and vulnerable populations, adding that a lack of one-bedroom units makes it difficult for elderly individuals to find a home. She also discussed challenges in attracting landlords to the program.

Motion: To approve 110% of the fair market rate.
Moved By: Denese Skinner **Second:** Jordan Herrera
Vote: **Motion carried by voice vote**

Mr. Sharp requested a motion to approve the 2026 payment standards at the rate that was discussed.

Motion: To approve the 2026 payment standards at the rate that was discussed.
Moved By: Brian Gillispie **Second:** Jason Vanosdol
Vote: **Motion carried by voice vote**

Scorecard Review

Lisa Matthyse, Executive Assistant, presented the agency's third-quarter scorecard to the board for review. Ms. Matthyse reported that PCS's overall score was 107.92%, indicating the agency is on track to exceed the year's goals. She noted that the scores for the objectives are weighted, with those under the Client and Stakeholder Perspective and Fund Diversification weighted higher than the others. She reviewed the four perspectives - Client and Stakeholders, Financial, Internal Processes, and Organizational Capacity - noting that the agency was doing well in advocacy and in community and family outcomes.

Ms. Matthyse reviewed the breakdown of Key Performance Indicators (KPIs) tracked on the scorecard over time. She reviewed the FNPIs (Family National Performance Indicators), Strategic Plan metrics, and the improved advocacy score, noting an increase in visits with legislators. Ms. Matthyse also reviewed the economic impact score and fund diversification, noting that previous years included natural disaster funding that affected trends over time.

The board discussed the percentage of non-government to government funding over the years. Ms. Matthyse noted that previous-year numbers were for the full year, while 2025 numbers were through the third quarter and did not include funds from our annual fundraiser. Lydia Villanueva asked why the Program Health Score was low. Ms. Matthyse reviewed some of the third-quarter challenges, including funding delays and the transition to the new Universal Intake System. She reported that most programs have now been funded, and the Universal Intake System reopened in October, so year-end numbers should be good. Ms. Matthyse also noted that staff development goals may need to be adjusted now that we are doing more training.

Ms. Matthyse said the year-end numbers for 2025 will be in the next scorecard report in February. Pathways looks for satisfactory scores and progress over time.

Mr. Sharp requested a motion to accept the report on the scorecard.

Motion: To accept the report on the scorecard.
Moved By: Lydia Villanueva **Second:** Judge Mitchell Locke
Vote: **Motion carried by voice vote**

Final Public Comment Period

John Sharp again expressed his thanks to Denese Skinner, Judge Dan Looten and Robert Coffee for their years of service. Mr. 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: Denese Skinner **Second:** Robert Coffee
Vote: **Motion carried by voice vote**

Hearing no objections, the meeting was adjourned at 11:48 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 Mitchell Locke
Title: Board Secretary
PCS Board of Directors Meeting Minutes, December 4, 2025