Panhandle Community Services
Board of Directors Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. – Amarillo, TX 79101
Minutes for January 15, 2026, @ 10:00 am

Board Members by Sector:

Low Income		Private		Public	
Lydia Villanueva	**P**	Jason Vanosdol	**P**	Judge Tim Glass	**A**
Janice Faggan	**A**	John Sharp	**P**	Judge Rowdy Rhoades	**A**
Amanda Quillin	**P**	Brian Gillispie	**P**	Judge Mitchell Locke	**P**
Teresa Lane	**P**	Kerry George	**P**	Judge Adam Ensey	**P**
Chris Martinez	**P**	Jordan Herrera	**P**	Open Seat	

Staff	Position/Title
Magi York	Executive Director
Dennis Garvey	Information Services Division Director
John Mejia	CFO/ HR Director
Lylene Springer	Transportation Division Director
Audra Rea	Family Services Division Director
Christina Cristan	Energy Assistance Director
Christy Hilbert	Communications Division Director
Benita SanMiguel	Weatherization Director
Allie Ridley	HR Assistant
Lisa Matthysse	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

Brian Gillispie, Board President, called the regular business meeting to order at 10:03 A.M. Central Time *(Organizational Standard 2.4)*. Mr. Gillispie announced the Initial Public Comment Period. No public comments were made. Lisa Matthysse, Executive Assistant, called Roll and determined that a quorum of directors was present *(OS 5.5)*. Mr. Gillispie 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. Gillispie asked if everyone had reviewed the items on the consent agenda and if there were any items that needed to be removed for discussion. John Sharp, Board Treasurer, requested a discussion on the correspondence from the Texas Department of Housing and Community Affairs (TDHCA) regarding the monitoring review. Ms. York stated that she would discuss the monitoring review in her report, and the correspondence could be discussed then.

Motion: To remove the correspondence regarding the monitoring from the consent agenda.
Moved By: John Sharp **Second:** Judge Mitchell Locke
Vote: **Motion carried by voice vote**

Mr. Gillispie then requested a motion to accept the consent agenda with the correspondence item removed. (The consent agenda and all associated reports were included in the Board Packet. Reports included the minutes from the December 4, 2025, Board of Directors Meeting, and the December 9, 2025, Strategic Planning Committee 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)*; Parking Lot; and the November 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:	John Sharp	**Second:** Jason Vanosdol
Vote:	**Motion carried by voice vote**	

Board Training: Board of Directors Conduct *(OS 5.8)*

Allie Ridley, HR Assistant, presented the annual training on the Board of Directors Code of Conduct, covering Ethics, Confidentiality, and Conflict of Interest.

The Code of Ethics is based on an 18-point pledge that Directors sign at the start of their term and annually thereafter. Ms. Ridley stated that Directors have a duty to act with the care, diligence, and skill of a reasonably prudent person under similar circumstances. Violations of the Code of Ethics will be reported as outlined in the Whistleblower policy. A handout with additional U.S. Department of Labor whistleblower protections was provided for reference.

Ms. Ridley reviewed the board's Duty of Confidentiality, noting that Directors may not disclose confidential information unless required by state open meetings and open records laws or requested by the Board President for legitimate business needs. Confidential information includes client, employee, financial, and business information. The confidentiality agreement remains binding after resignation or removal. Failure to adhere to the Agreement will result in the director's removal from the board.

Ms. Ridley presented an overview of the Conflict of Interest Policy. She said a conflict of interest exists when personal or financial interests could affect a board member's objectivity or the interests of PCS. All board members must sign an Annual Conflict of Interest Declaration and submit a new declaration whenever a conflict arises or ends. The Audit & Finance Committee reviews all disclosures, and periodic reviews will be conducted to ensure that PCS continues to protect its charitable purpose and tax-exempt status. Board members were directed to disclose any potential conflict, even if unsure whether it qualifies, and to allow the Audit & Finance Committee to make the determination.

Board members with a conflict of interest must recuse themselves from deliberations and voting on matters related to that conflict and must refrain from attempting to influence other decision-makers. Failure to comply with the Conflict of Interest Policy may result in an investigation and possible removal from the board

Board members signed the Certification of Completion (included in their folders), acknowledging their understanding of the duties and obligations outlined in the Board of Directors Code of Conduct training.

(Amanda Quillin entered the meeting at 10:11 AM, and Jordan Herrera joined online at 10:11 AM.)

Board Engagement Series: Board President Brian Gillispie – Vision for 2026

Mr. Gillispie presented his vision for the year and set three goals: achieving the Pathways to Excellence Award, contributing to fundraising efforts, and attending low-income community events.

For the first goal, Mr. Gillispie stated that obtaining the Pathways to Excellence Award is an overarching goal with many smaller goals beneath it, all aimed at making PCS a better organization.

Secondly, Mr. Gillispie stated that private fundraising will be increasingly important to PCS given changes in government funding and programs. He said he would like the whole board to be involved with the Fundraising Committee, contributing ideas and bringing in other partners to support the programs at PCS.

Lastly, Mr. Gillispie stated the importance of greater community involvement by the board, noting that attendance at board meetings and training sessions is excellent but does not replace being "boots on the ground" in the community. He reminded board members that they are required to attend at least one low-income community event each year and said this would be the third goal. He also noted that the PCS newsletter features local events to attend.

Reseat Kerry George on the Board for Region 5, Private Sector Seat *(OS 5.5)*

Mr. Gillispie stated that Kerry George is the board's Private Sector representative from Region 5. Ms. George served the remainder of Brian Hevrin's term after he resigned and is now eligible to begin her first full term on the board. Mr. Gillispie requested a motion to seat Kerry George for her first term on the Board.

Motion:	To seat Kerry George for her first term on the Board	
Moved By:	Judge Mitchell Locke	**Second:** Teresa Lane
Vote:	**Motion carried by voice vote**	

Executive Director's Report

Ms. York reported the following:

CAPLaw Conference – The CAPLaw Conference is June 2nd and 3rd and offers extensive board training and input on how the board should work. Several board members shared their experiences at last year's CAPLaw Conference and encouraged others to attend. Ms. York encouraged board members to also consider attending the National Community Action Partnership (NCAP) Convention, as she believes PCS will receive the Platinum Award at the convention.

CAPFacts: Weatherization – In the CAPFacts email, lobbyist David Bradley reported that federal funding for the Weatherization program was confirmed at $329 million, approximately the same level as before. The Work Readiness Fund, which has "buy American" requirements, will receive $30 million. The Training and Technical Assistance portion is $10 million, the same as in 2025, and is used to train staff and contractors on best practices. (David Bradley's CAPFacts email was included in the board packet.)

Ms. York also reported that RSVP, the Retired and Senior Volunteer Program, through which PCS maintains over 600 volunteers, has not yet announced whether funding will be renewed, and the current grant will end in March. She reminded the board that PCS maintains over 600 volunteers in RSVP. Ms. York stated that she will contact Congressman Ronny Jackson's office to ask about the lack of action to renew the program. She also reported that the Community Services Block Grant (CSBG) is only funded through the end of January, and no information has been received on its status should the Continuing Resolution expire.

The Community Services Block Grant (CSBG) is funded only through the end of January, and no information has been received on its status should the Continuing Resolution expire. PCS received the full Comprehensive Energy Assistance Program (CEAP) allocation of a little over $3,000,000, along with the Department of Energy (DOE) and Low-Income Home Energy Assistance Program (LIHEAP) Weatherization contracts. Ms. York stated that she would keep the board posted on how the Continuing Resolution affects PCS programs.

Pathways – Scott Caldwell, PCS consultant, is currently working on the final report for the Pathways to Excellence Platinum Award, which must be completed by January 30th. Ms. York reported on the steps PCS must take to achieve the award, noting that the onsite peer review team will send a list of items to review and may request interviews with some board members, including the current and past board presidents. Ms. York said she believes the agency will score well and be awarded platinum status this year.

TDHCA Monitoring Review – The board discussed the correspondence removed from the Consent Agenda (The Texas Department of Housing and Community Affairs (TDHCA) letter re: Announcement of Scheduled Onsite Monitoring Review). Ms. York noted that although last year's monitoring had no findings, the state identified areas for improvement. She reviewed the changes to the PCS Weatherization department, including additional training and new contractors, and praised Benita SanMiguel, Weatherization Director, for implementing the state's recommendations. Ms. York said she believes the monitoring is a follow-up to confirm that PCS has followed the state's recommendations and that there will be no need for board involvement this time.

Board Vacancy *(OS 5.5)* – Esmeralda Mills, the Public Sector Representative from Region 5, has resigned from the board. Ms. York reported that one of the judges from Region 5 expressed interest in joining the board during her visit last year, and she will follow up with him. She said she hopes to present the candidate for approval to Jason Vanosdol and the Governance Committee before our next board meeting.

Ms. York requested a motion to accept her report. Mr. Gillispie clarified that the correspondence removed from the consent agenda was accepted as part of the ED's report, and no separate motion was needed.

Motion:	To accept the Executive Director's report.	
Moved By:	John Sharp	**Second:** Lydia Villanueva
Vote:	**Motion carried by voice vote**	

Finance Report *(OS 8.7)*

John Mejia, CFO and HR Director, presented highlights from his report, which was included in the board packet.

Mr. Mejia reported that the move to the new PCS Transit Maintenance Facility is expected to be completed by mid-February, and a budget will need to be developed to account for the additional employees required to staff the facility. He also reported that he will attend the Management Leadership Training Conference next week. He announced that Allie Ridley had been hired as an HR Assistant, noting that Ms. Ridley has eight years of HR experience.

Mr. Mejia stated that he is reviewing the agency's overtime, noting that Transportation had over $400,000 in overtime. He said there were several factors contributing to the overtime. Mr. Mejia stated that Requests for Proposal (RFPs) for banking services and insurance needs will be issued in 2026, and preparations are being made for the annual audit. He reported that the agency achieved a 90% completion rate for compliance training in 2025 and 97% for evaluations, with evaluations issued quarterly rather than annually.

The accounting department will provide directors with guidance on the budgeting process, including co-funding obligations or grant-match requirements with new funding. Agency leadership will continue to explore

fundraising opportunities. Mr. Mejia reviewed highlights from the financial statements. (All financial statements were included in the board packet on the Consent Agenda.)

Mr. Mejia reported that Transportation had a shortfall last year and that another is projected this year. He stated that the department needs to be evaluated to determine how it will be restructured and budgeted, noting that there will be additional costs once PCS Transit moves into the maintenance facility.

The board discussed whether PCS should purchase additional buses. Ms. York stated that PCS operates approximately 60 buses at any given time, and the primary challenge is not the number of buses but hiring drivers in the areas where they are needed. The board also discussed ways to reduce driver downtime and the potential cost savings of having maintenance services in-house. Mr. Mejia said he would review Transit's revenue structure and fees, compare the cost of using outside vendors for vehicle maintenance with the cost of hiring maintenance staff, and set up a specific cost type to track maintenance expenditures. He explained that any shortfall would need to be supplemented by the operating account, noting that the operating account is currently approximately $2.5 million, while PCS requires $3 to $3.5 million to operate.

Mr. Gillispie requested a motion to accept the Finance Report.

Motion:	To accept the Finance Report.	
Moved By:	Jason Vanosdol	**Second:** Teresa Lane
Vote:	**Motion carried by voice vote**	

Approve Authorized Signatories

Mr. Mejia stated that PCS needs to update its bank signature cards to reflect the new board officers who were elected last month.

Mr. Gillispie requested a motion to approve the new board officers as authorized signatories.

Motion:	To approve the new board officers as authorized signatories.	
Moved By:	John Sharp	**Second:** Lydia Villanueva
Vote:	**Motion carried by voice vote**	

Strategic Planning Committee Report *(OS 6.5)*

Judge Mitchell Locke, Chair of the Strategic Planning Committee, reported on the December 9, 2025, committee meeting. Judge Locke noted that the committee's Staff Assessment Survey had been delayed until January to avoid duplicating another survey PCS was conducting. He stated that the committee lead, Jennifer Brock, led a discussion on the survey's format and whether responses should be anonymous. He reviewed the potential concerns raised by the committee and how they would be addressed, noting that supervisors would receive cumulative results without names attached.

The committee decided that the survey should be required, as it is part of the Strategic Plan, and that staff should include their names. The assessments will be conducted every six months. The first survey was distributed at the monthly All-Staff Meeting on Tuesday. The results will be compiled and provided to Ms. York, and the committee will review them at its next meeting.

Judge Locke also reported that the committee discussed the development of the PCS Academy and its curriculum, which will cover PCS and Community Action history, organizational standards, customer service, ROMA (Results-Oriented Management and Accountability), and other key topics. In addition, he noted that Communications

Specialist Gavin Ribera is developing an interactive poster to help educate staff across all centers about the Strategic Plan.

Mr. Gillispie requested a motion to accept the Strategic Planning Committee Report.

Motion:	To accept the Strategic Planning Committee Report	
Moved By:	Kerry George	**Second:** Jason Vanosdol
Vote:	**Motion carried by voice vote**	

Reaffirm the Adoption of the Promise of Community Action

Mr. Gillispie stated that the board ends each meeting with the Promise of Community Action and reaffirms the adoption of the Promise annually. He requested a motion to reaffirm the Adoption of the Promise of Community Action.

Motion:	To reaffirm the Adoption of the Promise of Community Action.	
Moved By:	John Sharp	**Second:** Judge Mitchell Locke
Vote:	**Motion carried by voice vote**	

Reaffirm the Adoption of the Community Action Agencies Code of Ethics

Mr. Gillispie referred to the Code of Ethics included in the packet and stated that it is also reaffirmed annually. He requested a motion to reaffirm the adoption of the Code of Ethics.

Motion:	To Reaffirm the Adoption of the Community Action Agencies Code of Ethics.	
Moved By:	Judge Mitchell Locke	**Second:** Lydia Villanueva
Vote:	**Motion carried by voice vote**	

PIT Count - Rural

Audra Rea, Division Director of Family Services, reported that PCS is required to conduct an annual Point-in-Time (PIT) Count during the 24-hour period designated by the Department of Housing and Urban Development (HUD), which will be on January 22, 2026. Ms. Rea stated that PCS is the only agency in Texas funded through a special allocation from HUD to address rural housing. PCS is part of the Balance of State Continuum of Care (CoC) in 23 of the 26 counties in its service area. Potter and Randall counties are considered urban, and the City of Amarillo has its own CoC. Childress County is part of Wichita Falls.

After reviewing the process for last year's PIT Count, Ms. Rea stated that this year, all PCS centers in the 23 counties will serve as stations for the PIT Count. Families visiting the centers to be counted will receive a hot meal and a care package containing socks, Chapstick, deodorant, toothpaste, and a shaving kit. Ms. Rea stated the importance of this PIT Count, noting that rural homelessness often goes unnoticed and can look different from that in Amarillo. She stated, as an example, that she initially thought the housing program would serve mostly unsheltered families in rural areas, but it has actually served more individuals than expected.

The board discussed volunteering and donating supplies. Lydia Villanueva, Board Vice-President, suggested developing a donation drive unique to PCS that will focus on items for care packages for the PIT Count and hygiene closets. Mr. Sharp suggested greater collaboration with partner organizations. The board also discussed the "invisible" homeless and shared examples from their communities.

Ms. Rea stated that PIT Count data is submitted to the Texas Homeless Network (THN), the lead agency, which compiles statewide data and then submits it to HUD at the federal level. The information is also included in Ms. Rea's second-quarter rural homelessness report.

Final Public Comment Period

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

The Promise of Community Action

Mr. Gillispie 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:	John Sharp	**Second:** Lydia Villanueva
Vote:	**Motion carried by voice vote**	

Hearing no objections, the meeting was adjourned at 11:16 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: Mitchell Locke
Name: Judge Mitchell Locke
Title: Board Secretary