Panhandle Community Services
Board of Directors Meeting Minutes
Panhandle Community Services, 1309 SW 8th Ave., Amarillo, TX 79101
Minutes for February 19, 2026, 11:00 AM

Board Members by Sector:

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

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
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 11:05 AM Central Time (Organizational Standard 2.4) and announced the Initial Public Comment Period. 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, Member-at-Large, led the prayer.

Consent Agenda *(OS 5.9, 8.7)*

Mr. Gillispie referred to the Consent Agenda and asked whether anyone would like an item moved out of the consent agenda. Board Treasurer John Sharp requested that the Comparative Balance Sheet under the Financial Statements section be removed and discussed during the Audit and Finance Committee report. (The consent agenda and all associated reports were included in the Board Packet. Reports included correspondence; the January 15, 2026, Board of Directors Meeting, January 20, 2026, Strategic Planning Committee Meeting, and the February 6, 2026, Executive Committee Meeting Minutes; Grants submitted and received; a list of signed items presented for ratification by the Board; Program Status Reports (Red-Light/Green-Light Reports (OS 5.9); the Funding Applications Report; and 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 remove the Comparative Balance Sheet and approve the consent agenda.		
Moved By:	John Sharp	**Second:**	Judge Adam Ensey
Vote:	**Motion carried by voice vote**		

Board Training: Understanding Financial Documents *(OS 5.8)*

CFO John Mejia presented training on how to read the financial statements presented to the board at each regular board meeting. (Presentation slides were included in the board packet.)

- Balance Sheet - The balance sheet shows the financial position at a specific point in time. It includes the agency's assets, liabilities, and total net assets, which are calculated as assets minus liabilities. Accounts receivable are claims for expenses that have been submitted for reimbursement. Mr. Mejia stated that PCS typically has a cash flow management period of 60 days while awaiting reimbursement.
- Local Funds (County Funds), Fund 391 – The County Funds statements show revenue and expenses for the reporting period. They include both monthly and year-to-date totals. Additional reports offer details on expenses and revenue by county.
- General Unrestricted, Fund 100 – This statement shows unrestricted funds, which the board can use as needed unless specifically restricted by donors. The main revenue sources include fundraising, private donations, interest, dividends, and miscellaneous income. Expenditures show how these funds were used. Mr. Mejia plans to add supplementary reports that break down the costs associated with generating fundraising revenue and private donations.
- Grant Summary – This statement lists the grants managed by PCS and shows each program's budget, monthly and year-to-date expenses, remaining balance, percentage of the budget left, percentage of the grant period remaining, and the start and end dates of the grant year. PCS manages about 55 programs, each tracked separately. The report also includes a "Fund Watch." Mr. Mejia plans to expand this feature to specify adjustments the program director should make when a fund is on the watch list.
- Accounts Receivable – This report shows the funds that PCS expects to receive based on last month's expenses. Mr. Mejia explained that it takes two weeks to process drawdowns and another two weeks to receive reimbursement, which means PCS needs enough cash to operate for at least 60 days.

Mr. Mejia advised board members to refer back to this presentation when reviewing financial statements each month.

Seat New Board Member *(OS 5.1, 5.5)*

Jason Vanosdol, Chair of the Governance Committee, reported that Ms. York met with Parmer County Judge Isabel Carrasco to discuss his serving on the PCS Board of Directors. Judge Carrasco agreed to join the board and will fill the vacancy for the Public Sector representing Region 5, which includes Oldham, Deaf Smith, Parmer, Castro, and Swisher counties. His nomination was supported by Judge Mitchell Locke and Judge Adam Ensey.

Ms. York stated that Judge Carrasco could not attend the board meeting due to a prior commitment. Mr. Gillispie called for a motion to accept Judge Isabel Carrasco's nomination to the PCS Board of Directors.

Motion:	To accept Judge Isabel Carrasco's nomination to the PCS Board of Directors.		
Moved By:	Judge Mitchell Locke	**Second:**	Judge Adam Ensey
Vote:	**Motion carried by voice vote**		

Board Engagement Series: Conference Recap – Jason Vanosdol *(OS 5.8)*

Mr. Vanosdol spoke about the Management and Leadership Training Conference he attended. He stated that he focused on sessions about artificial intelligence. He described the benefits of tools like an AI-driven phone system and AI grant-writing features that could help organizations such as PCS. Mr. Vanosdol said that the training provided guidance on leading organizations and offered insights into what to expect in 5-10 years.

Executive Director's Report

Ms. York reported the following:

- Upcoming Conferences – Ms. York reminded the board about upcoming training conferences and encouraged them to attend.
- Legislative Updates - Ms. York reviewed the Health and Human Services appropriations information in the meeting packet. She reported that PCS has received 85% of its CEAP (Comprehensive Energy Assistance Program) funding and four months of funding for the Community Services Block Grant (CSBG). The agency also received the Department of Energy (DOE) contract, though not all funding has been received. PCS will compete for the Retired and Senior Volunteer Program (RSVP) grant this year. The current grant ends on March 31, and the competition opens on April 1, so the team is preparing for a potential gap in the program.
- Pathways Update – The final Pathways self-study report was submitted last Friday. After confirming that all initial requirements were met, the report was sent to the review committee for evaluation. Ms. York credited Scott Caldwell, PCS consultant, for a well-written report and thanked everyone involved. She expressed confidence that PCS will receive the Pathways platinum tier award.
- Weatherization Monitoring Update - The monitoring for the weatherization program has been completed, and there were no questioned costs. Ms. York congratulated Weatherization Director Benita SanMiguel and her team for moving the weatherization program forward.
- Texas Balance of State Continuum of Care Board Election – Audra Rea, Division Director of Family Services, stated she is seeking re-election to the Community Action Agency seat on the board of the Texas Balance of State Continuum of Care (TX BoS CoC). She encouraged eligible PCS board members to vote. Ms. Rea explained that community action work and the Continuum of Care often intersect, and she had proposed adding a seat for a Community Action Agency representative. She also noted that the Elected Public Official seat is open and expressed her hope that a public official from the Panhandle would fill this seat.

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

Ratify the Decisions of the Executive Committee

The PCS Executive Committee reviewed the Declaration of Income Statement (DIS) and Policy and approved adding a third condition under which the DIS can be used. Mr. Gillispie stated that the February 6, 2026, Executive Committee meeting minutes, which explained the revision, were included in the consent agenda. Hearing no questions or comments, Mr. Gillispie requested a motion to ratify the decisions of the Executive Committee.

Motion:	To ratify the decisions of the Executive Committee.		
Moved By:	Judge Mitchell Locke	**Second:**	John Sharp
Vote:	**Motion carried by voice vote**		

Committee Reports *(OS 5.9)*

Committee chairs presented reports on their recent committee meetings.

Audit and Finance Committee – Board Treasurer John Sharp reported that the committee reviewed the December financial statements and the credit card report. Regarding the Transit Maintenance Facility, Mr. Sharp stated that there are open claims that the state must reimburse, and the budget will be updated to reflect how that will proceed moving forward. Committee members also reviewed the committee's job description.

Mr. Sharp reviewed the comparative balance sheet, which had been removed from the consent agenda. He reported that PCS's operating balance has decreased from $903,000 to $356,000 over the past three years. He stated that it is important for PCS to continue operating efficiently and explained that when funds are overspent, the excess is taken from the operating account. He noted that the PCS Project Management Policy addresses concerns about the responsible use of the funds PCS receives. He also pointed out that the Grant Summary report indicates some programs are over budget, which could lead to funds being taken from unrestricted funds. Mr. Sharp said the board should recognize and understand this trend, as it is a key point reflecting the agency's current financial position and will be taken seriously moving forward.

Mr. Gillispie reported that the committee did not have a quorum and the meeting was held for informational purposes.

Programs Committee – Amanda Quillin reported on behalf of Chair Lydia Villanueva. Ms. Quillin noted that the committee's job description was approved without changes. Program directors presented their Red-Light/Green-Light reports for 2025, showing that nearly all grants met or exceeded year-end goals. Both CEAP and CSBG have been extended through March, allowing more time to expend the funds. Although the DOE contract was received late, the Weatherization team is expected to be on track by the end of the month. PCS Transit grants performed very well, and the Transit Maintenance Facility construction contract was completed ahead of schedule. The Pathway to Home-Rural housing program exceeded its goal, housing 97 families, and the Housing Choice Voucher program ended the year with 1,391 vouchers leased. The Health Navigator program, which ended last year, helped over 9,000 consumers with insurance enrollment and Medicaid referrals. The Family Development program helped 28 families "Transition Out of Poverty" (TOP) in 2025, exceeding the state's goal of 24. According to the fourth-quarter Community Impact Statement, PCS's total impact across all counties was over $10 million. Every county in the PCS service area received services from at least one PCS program.

Resource Development Committee – Judge Mitchell Locke, Board Secretary, reported that the committee reviewed the status reports for Human Resources, Communications, and Information Systems. In 2025, PCS had 23 new hires and 35 resignations, with the total number of positions decreasing by 12. The decline was mainly due to discontinuing certain programs, such as health navigators, and restructuring. A new performance evaluation process was introduced that resulted in a higher completion rate. Fundraising efforts, including the Festival of Trees and the Texas Panhandle Gives Campaign, raised $89,783 for PCS. Communications specialists handled 58,853 phone calls and 389,000 interactions on social media. Information Systems came in under budget, spending $314,289 on planned upgrades, security renewals, and modernization projects.

The committee also voted to revise its job description to state that the PCS Disaster Recovery Plan will be reviewed annually instead of biannually.

Strategic Planning Committee – Judge Locke reported that the committee reviewed the results from the staff assessment survey on training needs and the progress toward the committee's goals. They discussed ways to increase survey participation and agreed to share the combined results with the agency to promote transparency

and build trust. Judge Locke reviewed several Strategic Plan metrics, noting that engagement with the employee handbook is being tracked through team meetings, a QR code is being created that links directly to the handbook on SharePoint, and Strategic Plan metrics are being added to the agency scorecard. PCS has held one poverty simulation this year, with another scheduled for February, which meets the Strategic Plan goal for the year.

Motion:	To accept the committee reports.		
Moved By:	Kerry George	**Second:**	Judge Tim Glass
Vote:	**Motion carried by voice vote**		

Consider and Vote on the PCS Project Management Policy *(PTE 6.6)*

(Janice Faggen left the meeting at 12:19 PM)

Division Director of Family Services Audra Rea presented the PCS Project Management Policy for review, noting that it is required by Pathways. She stated that the version of the policy included in the board packet had been updated following discussions at the agency directors' meeting earlier in the week. She outlined the following revisions:

- The first revision states that for a program to qualify as a project, it must be a grant-funded program lasting more than one year and requiring specific deliverables or outcomes.
- The second revision concerns the section on tracking and reporting progress. Project updates will be conducted quarterly on the last Friday of each quarter, and a summary of these updates will be discussed at the following directors' meeting. If there is an area of concern or an important issue, a project report will be prepared as needed instead of waiting for the quarterly update. Additionally, the project status will be included in the program's quarterly status report (Red-Light/Green-Light Reports).
- During the last 90 days of a project's timeline, monthly updates will be required to ensure the project remains on track during this critical period.

The board discussed who has the authority to select a project and how the financial considerations are evaluated. Ms. Rea explained that authority depends on the type of project, but ultimately, all projects must be approved by the Executive Director. The board also discussed the definition of a project and agreed to revise the wording to "All grant-funded programs lasting more than one year and/or requiring specific deliverables or outcomes."

Responding to a question from the board, Ms. Rea confirmed that all fiscal and administrative oversight is the responsibility of Executive Director Magi York and CFO John Mejia, and that they would approve any changes.

Mr. Gillispie called for a motion regarding the recommended changes marked in red on the policy, along with the two additional changes as discussed. Mr. Sharp motioned to approve the agency-wide project management policy with the changes, in red, plus (on the first bullet point under the definition of a project), replacing "new" with "all" and adding "or" after "and".

Mr. Sharp requested a point of order to confirm whether changes could be made to the policy in the meeting packet after the agenda was set. It was noted that changes can be made until a vote is taken, as long as the agenda accurately reflects what will be discussed.

Motion:	To approve the agency-wide project management policy with the changes, in red, plus, replacing 'new' with 'all' and adding 'or' after 'and'.		
Moved By:	John Sharp	**Second:**	Jason Vanosdol
Vote:	**Motion carried by voice vote**		

2025 Scorecard Review

Lisa Matthysse, Executive Assistant, presented the recommended updates to the agency scorecard. Ms. Matthysse reported that the agency's overall score for the year was 110%. She stated that performance improved in the fourth quarter as expected, except for the strategic objective to Diversify Funding, which scored below 79% due to the unusually high amount of government funding in Transportation. Agency leadership recommended maintaining the goal of a 10:1 ratio of government to non-government funds.

Ms. Matthysse also reviewed the score for the Improve Partner and Stakeholder Development objective. Leadership felt the target of increasing the number of partners by 5% each year was too high and recommended adjusting the goal to a 2% increase per year.

Ms. Matthysse referred the board to the written report with additional recommendations included in the meeting packet and asked if there were any questions. She then requested a motion to accept the 2025 scorecard report as presented and to approve the recommended changes to the scorecard.

Motion:	To accept the 2025 scorecard report as presented and to approve the recommended changes to the scorecard.	
Moved By:	John Sharp	**Second:** Judge Mitchell Locke
Vote:	**Motion carried by voice vote**	

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:	Judge Adam Ensey
Vote:	**Motion carried by voice vote**

Hearing no objections, the meeting was adjourned at 12:30 PM *(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
PCS Board of Directors Meeting Minutes, February 19, 2026