

**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 3, 2022 @ 10:00am**

**Board Members by Sector:**

<u>Low Income</u>		<u>Private</u>		<u>Public</u>	
Lydia Villanueva	P	Denese Skinner	P	Judge Cindy Irwin	P
Amy Taylor	P	Jo Anne Cook	P	Judge Rowdy Rhoades	A
Robert Coffee	A	Aaron Lopez	A	Judge Dan Looten	P
Lori Quiroz	A	John Sharp	P	Sheriff Randy Geries	A
Amanda Quillin	P	Open Seat		Judge Chris Porter	P

<u>Staff</u>	<u>Position/Title</u>
Magi York	Executive Director
Robert Carlton	Chief Financial Officer
John Mejia	Asst. Director of Finance
Dennis Garvey	Information Services Director
Randy Cazarez	Human Resources Director
Lylene Springer	Transportation Director
Kaitlin Mosley	RSVP & Health Services Director
Christy Hilbert	Communications Director
Christina Cristan	Director of Utility Services
Audra Rea	Director of Family Services
Susie Ybarra	Director of Housing Choice Voucher Program
Melissa Darsey	Director of Outreach Services
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**

Judge Cindy Irwin, President, called the regular business meeting to order at 10:00 a.m. central standard time (OS 2.4) and announced the Initial Public Comment Period. Lisa Matthyse, Executive Assistant, called roll and determined that a quorum of directors was present (OS 5.5). Judge Irwin led the Pledge of Allegiance and the recital of the Panhandle Community Services (PCS) mission statement. Magi York, Executive Director, led the prayer.

**Introduction of Guest (OS 5.5)**

Ms. York introduced Commissioner Kirk Frye and said that Comm. Frye is considering fulfilling the remainder of Randy Geries' term as the Parmer County Commissioners Court's representative on the PCS Board of Directors. Randy Geries is resigning from the Board to run for County Judge.

**Consent Agenda**

Ms. York reviewed the steps for considering and approving a consent agenda. Judge Irwin asked if there were any questions about the items on the consent agenda. Hearing no response, Judge Irwin asked for a motion to approve the consent agenda. (The consent agenda and all reports associated with it were included in the Board Packet. Reports included Program and Administrative Red-Light / Green Light reports (OS 5.9), previous Board meeting minutes, Notice of Intent to Apply and Receive Grants, and a list of items signed by the Executive Director for ratification by the Board.)

**Motion:** To approve the consent agenda.  
**Moved By:** John Sharp **Second:** Lydia Villanueva  
**Vote:** **Motion carried by voice vote**

**CLAS Standards Training (20-minute training session) (OS 5.8)**

Angela Piteris, Vice President, Interpreting Solutions at ASLI Interpreting Solutions, continued with her training on CLAS (Culturally and Linguistically Appropriate Services) Standards.

Ms. Piteris referred to her presentation slides and reviewed “CLAS Standards 9-15: Engagement, Continuous Improvement, & Accountability.” (A copy of the slideshow presentation was emailed to board members after the meeting.) Ms. Piteris spoke of how to establish goals, policies and accountability and infuse CLAS Standards in everything PCS does. She also spoke of the importance of regular assessments and maintaining accurate and reliable data, and the need to create appropriate complaint and grievance processes. Ms. Piteris reviewed potential steps for partnering with the community and communicating the agency’s progress in implementing CLAS Standards. She reminded the Board that Standards 2-4 are Government Mandates, and noted that Standards 9-15 are guidelines to help implement the CLAS Standards. Ms. Piteris ended the presentation by reviewing an action plan and answering questions.

**Board Engagement Series: Amanda Quillin**

Amanda Quillin spoke about her decision to join the Board of Directors at PCS. Ms. Quillin stated that the wide array of services the agency provides to low-income families was one of the deciding factors in choosing to serve on the Board, and that her experience on the Board has helped her to see the hard work the agency does. Ms. York thanked her for being part of the Board.

**Board Action Items**

**Board Member Resignation: Randy Gerles (OS 5.5; OS 5.1)**

Denese Skinner, Governance Committee Chair, stated that Randy Gerles has resigned as Sheriff of Parmer County to run for County Judge. As he is no longer an elected public official, he is no longer eligible to serve on the PCS Board of Directors as the public sector representative from Parmer County. Ms. Skinner said he verbally gave his resignation to Ms. York. Ms. Skinner asked the Board to accept Randy Gerles’ resignation.

**Motion:** To accept the resignation of Randy Gerles.  
**Moved By:** Lydia Villanueva **Second:** John Sharp  
**Vote:** **Motion carried by voice vote**

**Vacant Seat: Private Sector from Region 3 (OS 5.5; OS 5.1)**

Ms. Skinner gave the floor to Ms. York for an update on the vacancy in Region 3. Ms. York reported on the search for a candidate for the Board from Region 3 and said she is continuing to seek a candidate from the counties in the region. Ms. York noted that we are crossing the 90-day limit since the seat was vacated. Judge Irwin asked Board members to let Ms. York know if they had any recommendations.

**Change in Board Structure (PCS Board Bylaws: Article VI: Committees)**

Ms. York asked the Board to consider forming a standing committee to manage the agency's progress on the Strategic Plan, Organizational Standards and Pathways to Excellence, and to make regular reports to the Board. Ms. York also asked the Board to consider making the Governance Committee a standing committee and have the Member-at-Large chair the committee. Ms. York reviewed the advantages of having the Governance Committee being a standing committee versus an ad hoc committee.

The Board decided to have the Governance Committee meet to develop the structure of the committees and bring the request to form two new standing committees back to the full Board in March for a vote.

**Policy Approvals (OS 7.7)**

Randy Cazarez, Human Resources Director, reported on two policy changes, the Whistleblower Policy and the Grievance Policy and Procedures.

- Whistleblower Policy – Mr. Cazarez reported on updates made to PCS' current Whistleblower policy. After discussion, the Board determined that the contact information for the Board member responsible for handling Whistleblower claims should be changed.
- Grievance Policy and Procedures – Mr. Cazarez stated that he streamlined the current complaint process. He said that the Grievance Policy and Procedures covers any complaint that does not fall under the Whistleblower Policy.

Mr. Cazarez said he would make the recommended changes to the Whistleblower policy.

**Motion:** To approve the Whistleblower Policy and the Grievance Policy and Procedures with the recommended changes.  
**Moved By:** Judge Dan Looten                      **Second:** Judge Chris Porter  
**Vote:** **Motion carried by voice vote**

**TexPool: Resolution Amending Authorized Representatives**

Robert Carlton, CFO, reported on the updates to the authorized representatives for the agency's TexPool account. Amy Taylor, former Board Treasurer, was removed and current Treasurer, John Sharp, was added.

**Motion:** To approve the TexPool Resolution Amending Authorized Representatives.  
**Moved By:** Denese Skinner                      **Second:** John Sharp  
**Vote:** **Motion carried by voice vote**

**Fiscal Manual Updates (OS 8.10)**

Mr. Carlton reviewed each change he made to the Fiscal Manual and asked for approval of a new policy he added to the manual. The new policy would allow expenses under \$1,000.00 to be expensed immediately, instead of expensed out to programs monthly. Mr. Carlton also went over the HUD Record Retention Policy that had been added to the manual. (A copy of the revised Fiscal Manual with tracked changes was included in the Board Packet.)

**Motion:** To approve the updates to the Fiscal Manual.  
**Moved By:** John Sharp                      **Second:** Lydia Villanueva  
**Vote:**                      **Motion carried by voice vote**

**Audit and Finance Committee Report (OS 8.7)**

John Sharp, Treasurer, gave the December Finance Report and said the committee had reviewed the financial statements and found no issues. (All reports, including the written December Finance Report, Balance Sheet, Balance Sheet Comparison, Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program), County Funds, and Unrestricted Funds, were included in the board packet.) Mr. Sharp asked if there were any questions. Hearing none, Judge Irwin asked for a motion to accept the Audit and Finance Committee Report.

**Motion:** To accept the Audit and Finance Committee Report.  
**Moved By:** Jo Anne Cook                      **Second:** Judge Dan Looten  
**Vote:**                      **Motion carried by voice vote**

**Executive Director's Report**

Ms. York reported on the following:

- a. Board Commitment Letter – Ms. York reminded Board members to sign and return their Board Member Commitment Letters.
- b. Board Training – A training calendar is being developed to meet the needs that the Board members expressed on their surveys and will be presented to the Board soon.
- c. Pathways to Excellence – The agency has registered for the Pathways to Excellence 'Gold Level' and we are working with Scott Caldwell to pursue the Pathways to Excellence award.
- d. Executive Director's Evaluation – Ms. York said that the evaluation needs to be completed by March and she reminded Board members to send Judge Irwin their evaluations (OS 7.4). Ms. York said that, since there are a few vacancies on the Board and several new Board members, she had asked randomly selected PCS staff members to also provide evaluations for the Board to review. The staff evaluations and wage comparability information were sent to Judge Irwin (OS 7.5).

**Motion:** To accept the Executive Director's report as presented.  
**Moved By:** Denese Skinner                      **Second:** Judge Dan Looten  
**Vote:**                      **Motion carried by voice vote**

**Convene to Closed Session**

**Convened to Closed Session to Discuss the Following:**

- Sec. 551.074 - Personnel Matters

*The Board may convene in closed session according to Texas Government Code, Chapter 551, Sec. 551.074 - Personnel Matters. The Board convened into closed session at 11:31 am.*

**Reconvene in Open Session**

*The Board may convene in closed session according to Texas Government Code, Chapter 551, Sec. 551.074 - Personnel Matters. The Board reconvened into open session at 11:41 am.*

**Public Comment Period**

Judge Irwin called for public comment. No public comments were made.

**The Promise of Community Action**

Judge Irwin 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:** Judge Dan Looten  
**Vote:**                      **Motion carried by voice vote**

Hearing no objections meeting was adjourned at 11:43 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 17, 2022.*

Signature: \_\_\_\_\_



Name: Judge Dan Looten

Title: Board Secretary

PCS Board of Directors' Meeting Minutes, February 3, 2022